Building business and technology relationships.

Inventory Management
User Manual

Copyright© 2014 by Samco Software Inc.

PROPRIETARY RIGHTS NOTICE: All rights reserved. No part of this material may be reproduced or transmitted in any form or by any means, electronic, mechanical, or otherwise, including photocopying and recording or in connection with any information storage or retrieval system, without the permission in writing from SAMCO Software Inc.

SAMCO Software Inc. ("SAMCO") has taken reasonable preventative measure to ensure the accuracy of the information contained in this manual. However, SAMCO makes no warranties or representations with respect to the information contained herein; and SAMCO shall not be liable for damages resulting from any errors or omissions herein or from the use of the information contained in this manual.

SAMCO is a registered trademark of SAMCO Software Inc., Unit 61 - Building 6, 7789 - 134th Street, Surrey, British Columbia V3W 9E9, Canada. Telephone (604) 597-4211. http://www.samco.com

Other product and company names are trademarks of their respective corporations.

Building business and technology relationships.

Inventory

Table of Contents

Understanding Inventory 1.1
The Key to Understanding 1
Product Description 7
Getting Started 2.1
Your Accountant 1
The Inventory Data Files 1
Setting Up Inventory 4
Regular Use 6
Support 7
Using Inventory 3.1
About This Manual 1
Organization 1
How to Use This Manual 2
[?] Find Function 2
To Start Inventory 3
Guide to Daily Operations 4.1
Physical Count 4
Inventory Accounts 5.1
Entering Inventory Accounts 2
Deleting Inventory Accounts 4
Printing a List of Inventory Accounts 4
Control Information 6.1
I/C Quick Entry 28
Changing Valuation Methods 31
Restoring a Lost or Corrupted I/C Control File 32
Warehouses 7.1
Entering Warehouses 1
Deleting a Warehouse 3
Printing a List of Warehouses 3
Price Codes 8.1

Price Levels 2
Entering Price Codes 2
Type 1 - Discount by Quantity Ordered 4
Type 2 - Discount by Customer Type 6
Type 3 - Disc by Ord Qty for Cus Type 8
Type 4 - Mark Up by Quantity Ordered 9
Type 5 - Mark Up by Customer Type 11
Type 6 - Mark Up by Ord Qty for Cus Type 12
Type 7 - Pick Price-1-->9 by Ord Qty 14
Type 8 - Pick Price-1-->9 by Cust Type 15
Printing a List of Price Codes 16
Commission Codes 9.1
Entering Commission Codes 2
Using Commission Codes 3
Printing a List of Commission Codes 3
Category Codes 10.1
Entering Category Codes 1
Printing a List of Category Codes 2
Sub-Category Codes 11.1
Entering Sub-Category Codes 1
Printing a List of Sub-Category Codes 2
Factor Codes 12.1
How Factor Codes Work 1
Entering Factor Codes 2
Changing an existing factor code 3
Printing a List of Factor Codes 4
Recalculating Current Costs 4
Applying New Factors 4
Changing Factor Codes and Updating Costs 4
Markup Codes 13.1
Entering Markup Codes 1
Printing a List of Markup Codes 5
Recalculating Item Prices 5
Stock Codes 14.1
Entering Stock Codes 1
Printing a List of Stock Codes 3
User Defined Fields 15.1
Entering User Defined Fields 1
Code Look up Window 3
Purpose Codes 16.1
Price Points 17.1
Items 18.1
Entering Items 1
Miscellaneous Items 4
Copying Items 4
Item Defaults 5
Miscellaneous Item Costs in Kits 14
Miscellaneous Item Costs when Posting Sales 14

Item Notes 27
Alternate Items 28
Printing a List by Item # 28
Printing a List by Item Description 32
Printing Item Labels 36
Purging Inactive Items 36
Printing the Item Change Log 39
Item file cleanup 39
Barcode Maintenance 40
Printing Item Barcode List 41
Changing an Inventory Account for an Item 42
Status 19.1
Entering Status Information 2
Printing the Status by Item Number Report 10
Printing the Status by Item Description Report 12
Inventory 20.1
Entering Inventory Transactions 2
Receivings 4
Sales 11
Effect of Posted Sale on LIFO/FIFO Layers 14
Credit Memos 15
Transfers 17
Adjustments 19
Downward adjustments under LIFO/FIFO 20
Upward adjustments under LIFO/FIFO 21
Notes on Average Cost 24
Kit Assembly/Component Usage Transactions 26
Lot-Controlled Items 36
Job Usage 38
Kit Disassembly Using Adjustments 40
Importing Transactions 41
Using a Saved Import Format 44
Entering a New Import Format 44
Printing an Inventory Edit List 48
Printing Warehouse Transmittals 49
Posting Inventory Transactions 51
Distributions to General Ledger 52
Special Note on Cost Correction 54
Hardware Failure During Posting 55
Prices 21.1
Overview of Prices 1
Warehouse-specific prices 2
Not on contract 3
No discount 3
Deleting Prices 3
Item Prices 4
Warehouse Specific Prices 5
Entering Sale Prices 6

Sale Price by Category 9
Entering Contract Prices 11
Contract Price by Item 12
Contract Price by Category 14
Contract Price by Customer Type for an Item 17
Copying Contract Pricing By Customer # 19
Copying Contract Pricing by Customer Type 21
Viewing Contract Prices 24
Purging of Contract Prices 25
Changing Prices for a Group of Contract Prices 26
Changing Prices for a Group of Items 28
Entering Warehouse Sale Prices 34
Printing a Warehouse Sale Price List 36
Purging Sale Prices 37
Purging Contract Prices 38
Printing an Item Price List 39
Printing a Warehouse Price List 42
Printing a Sale Price List 44
Printing a Contract Price List 47
Printing an Actual Customer Price List 49
Printing a Customer Quote Price List 52
View 22.1
Viewing Items 1
Viewing Serial Numbers 5
Viewing Lot Numbers 7
Viewing Lot Number Summary 9
Viewing Lot Number Details 10
Viewing Work Order History 11
Viewing Customer Prices 12
Serial Numbers 23.1
Serial Number Transaction Types 1
History 2
Update 2
Loan Out 2
Loan Return 2
Move In 3
Move Out 3
Entering Serial Number Transactions 3
Printing a Serial Number Edit List 9
Posting Serial Number Transactions 9
Posting Results 10
Hardware Failure During Posting 11
Kits 24.1
Terminology 1
Overview 2
Kit Levels 3
Component Usage vs Tracking 3
Kit Types 4

Simple Kit ("S-kit") 5
Tracked kit ("T-kit") 6
Component-tracked Kit ("C-kit") 7
Miscellaneous Kit ("M-kit") 8
Loose Kit ("L-kit") 9
Work Orders 10
Entering Kit-items 10
Printing a List of Kit-items 14
Copying Kit Definitions 16
Resequencing Kit-items 18
Kit Inventory 25.1
Modify an Assembled Kit 1
Disassemble an Assembled Kit 2
Printing a Kit Transaction Edit List 14
Posting Kit Transactions 17
Distributions to General Ledger 19
Cost Corrections for Kits 22
Hardware Failure During Posting 22
Work Orders 26.1
Overview of Work Orders 1
Entering Work Orders 3
Printing a Work Order Edit List 7
Committing Inventory 8
Printing Work Orders 10
Issuing Work Orders 11
Printing Issued Work Orders 14
Completed Work Orders 27.1
Printing a Report of Incomplete Work Orders 1
Marking Work Orders as Complete 3
Printing an Edit List of Completed Work Orders 5
Closing Completed Work Orders 5
Expanded Physical Count 28.1
Checklist 2
Creating Section Counts 4
Printing Section Status List 5
Creating Physical Count Suspension 5
Entering Counted Quantities 8
Adding a New Transaction 11
Fast Entry of Counted Quantities 12
Removing Physical Count Transactions 12
Importing Counted Quantities 14
Using a Saved Import Format 15
Entering a New Import Format 16
Printing a Physical Count Worksheet 20
"Normal" Physical Count 20
"Expanded" Physical Count 20
Creating Adjustment Transactions 25
Continuing Operations During Physical Count 30

Using Historical Quantity on Valuation Report 30
Using Historical Cost on Valuation Report 30
ABC Analysis 29.1
Inventory Analysis Report 30.1
Lot Numbers Report 31.1
Physical Count Worksheet 32.1
Purchasing Advice 33.1
Stock Status Report 34.1
Usage Report 35.1
Valuation Report 36.1
Distributions to G/L Report 37.1
Notes on usage - if General Ledger is NOT used 4
Notes on usage - if using General Ledger 5
Component Usage Report 38.1
Incomplete Work Orders Report 39.1
Kit Price-Cost Report 40.1
Material Requirements Report 41.1
Printing a Range of Kits 2
Printing a List of Kits 4
Material Requirements Report Headings 7
Kit Summary 7
Component Usage Recap 8
Shortage Summary 9
Tracked Kit Inventory Report 42.1
Where-Used Report 43.1
Work Order History Report 44.1
Flooring Report 45.1
Serial Numbers by Customer Report 46.1
Serial Numbers by Item Report 47.1
Serial Numbers by Vendors Report 48.1
Serial Numbers on Loan 49.1
Inventory Turns by Dollar/Unit Report 50.1
Print Item Labels from Order 51.1
Stock Availability Report 52.1
Retail Valuation Report 53.1
Negative on Hand Report 54.1
Item History 55.1
Viewing Item History 1
Printing an Item History Report 4
Purging Item History 7
Setting Up Item History 8
Adjusting from Status File 9
View 5 Year Sales History 10
Inventory units report 10
Multi-Level Items 56.1
Kits vs. Multi-level 1
Terms 2
Master Items 2

Components 2
Entering Master Items 2
Deleting master items 3
Printing a Multi-Level Item Listing 4
Printing a Construction Report 5
Printing a Materials Requirements Report 5
Range Report 6
List Type Report 7
Copying Master Items 8
Constructing Master Items 9
Sales Counts 57.1
Equipment Required 1
Creating beginning inventory trx 2
Printing a Physical Count Worksheet 4
Entering Count Transactions 7
Removing Count Entries 9
Import Counts 11
Printing a Sales Summary Report 17
Creating Sales Transactions 18
Customer Item Cross Reference 58.1
Entering Customer Item Cross-References 1
Printing a Customer Item Cross Reference Listing 3
Item Labels 59.1
Printing a Location Grid 2
Creating a Label Layout 2
Alphanumeric Fields 9
Numeric Fields 10
Date Fields 12
Viewing the Label 13
Inserting Text 15
Printing a Field in More than One Location 18
Printing a Layout List 19
Testing Label Layouts 19
Copying Label Layouts 20
Printing Labels 20
Labels in Location Order 23
Close a Period 60.1
Purge Serial Numbers 61.1
Data Integrity Check 62.1
Status Load/unload 63.1
For single warehousing 2
For multi-warehousing 2
Entering Status Load Requests 2
Printing a List of Load Requests 5
Run Status load/unload 5
X Export Printer Reports 64.1
Reports available 1
How to set the default for opening a SAMCO .tab file in Windows XP 4

How to set the default for opening a SAMCO .tab file in Windows 7 9
Initializing Data Files A.1
File Utilities B.1
Corrupted data files 1
Handling 2
Export a file 2
Restore an exported file 6
Rebuilding Data Files 8
Recalculating Inventory Quantities 9
Rebuilding Item Keywords 12
Change Item Number 13
Creating Initial Cost Layer 13
Update Customer Item Numbers Into Invoice History 14
Set Item Fields 15
Print Reports From Disk 4
Change Company 4
Calculate reorder levels 4
Inventory Conversion Guide C.1
Note on Item Costs 6
Note on Kits 7
Methods of Costing Inventory D.1
Average Cost Method 2
Standard Cost Method 3
Last-In, First-Out (LIFO) Method 4
First-In, First-Out (FIFO) method 4
LIFO Layers 5
FIFO Layers 6
Comparison of Methods 7
Considerations in Selecting a Valuation Method 8
Average 8
Standard 9
LIFO 9
FIFO 10
Standard Cost Valuation E.1
Discussion 1
Receivings 3
Sales 5
Credit Memos 7
Downward Adjustments 9
Upward Adjustments 11
Disposition of Variances 12
Allocation of Variances at Year End or Prior to Changing any Standard Unit Cost . 12

Building business and technology relationships.

Chapter 1

Understanding Inventory

The Key to Understanding

To understand how to use Inventory, you should understand some key concepts and words that are used in this package that relate to the area of accounting called "inventory control".

Inventory

Inventory consists of goods purchased and held for resale to customers. It can also include items that will be used internally in the business, on jobs, or in the manufacturing process.

Inventory is quite simply the collective total of all merchandise on-hand for sale to customers in the ordinary course of business.

Inventory Control

The "control" of inventory includes being able to regulate or know what goes into inventory and what goes out of inventory. This includes knowing the value of what is in inventory at any time. Inventory control is often abbreviated as "I/C", "I/C+", or "IC".

Item

An item is a clearly identifiable product, material, or commodity that can be stocked, sold, or used. *Inventory* maintains a file of inventory items. Each item is identified by a unique number and a description. Other information maintained for an item includes cost, price, bar code(s), product category/sub-category, quantity on hand and reorder level.

Perpetual Inventory

Perpetual inventory is an inventory system that shows each change in the amount on-hand as it occurs. It is called "perpetual" because you perpetually (or continually) know the amount of each inventory item on hand.

Accounting

Accounting is the collection, categorization and presentation of financial records.

General Ledger

General Ledger is the area of accounting where the records from other areas of accounting are brought together for classification and summarization, thereby creating a picture of the overall condition of the company's finances.

As used here, "general" means "pertaining to many areas". "Ledger" means a book where accounting records are kept. (This term evolved from pre-computer times when accounting records were kept exclusively by hand in large books called "ledgers".) General Ledger is often abbreviated "G/L" or "GL".

General Ledger Account

A "general ledger account" is a specific category under which all financial activity of a certain kind is classified. For example, you might have a general ledger account called "telephone expenses", under which you categorize your telephone bills.

General ledger account is often abbreviated "G/L account". Accountants are experts at defining the various G/L accounts (financial activity categories) needed by a business. Part of this definition process involves assigning an "account number" to each G/L account.

Independent businesses usually use a 3- or 4-digit account number. For example, you may have a G/L account called "100 - Cash in the bank", and one called "200 - Sales of Product A", and one called "210 - Sales of Product B". Typically, an independent business will have a hundred or more G/L accounts. In Samco accounting packages, each time any financial activity occurs in any area of accounting, the dollar amount of the activity is recorded under the appropriate G/L account numbers.

Profit Centre

A "profit centre" is a distinct area within your company for which sales and/or expenses (and sometimes profits) can be calculated separately from the total sales and expenses of the whole company.

In Samco software, the G/L account number can be up to 16 characters in length, and divided into 5 different sections, with any of the sections available as your profit

centre.

For example, your "office supplies" G/L account is numbered 4200, and you want to track office supply expenses independently for each of your three major departments (dept. A, dept. B and dept. C). Rather than use a different main account number for each department (such as "4201", "4202" and "4203"), you could append "-001", "-002" and "-003" to the "4200" main account number as follows:

4200-001 Office supplies, dept. A
4200-002 Office supplies, dept. B
4200-003 Office supplies, dept. C

Then, whenever you're allocating office supply expenses to G/L accounts, you would use the above 7-digit numbers.

Profit centres also apply to sales. A typical use for tracking sales by profit centre is for a company which has several sales offices. By making each sales office a profit centre, you can separately track the sales performance of each office.

Transactions

As used in accounting, "transaction" means a business event involving money and/or goods and/or services. For example, a transaction occurs each time you gas up your car -- you are paying money in exchange for gasoline (goods). Or another example: you give a television set (goods) to your neighbour in exchange for the use of his lake cottage (services).

Computer software deals primarily with business events which have already taken place. Therefore, in Samco software "transaction" means the record of a completed business event involving money and/or goods and/or services.

The records of sales made and payments received are examples of transactions from the area of accounting called "accounts receivable". The records of your purchases and the payments you make for such purchases are transactions from the accounting area called "accounts payable".

The records of quantities of goods received and sold are transactions from the accounting area called "inventory control".

Post

To "post" means to take transactions from a temporary file and move them to a permanent file (where other transactions probably already exist). For example, in *Accounts Receivable*, sales are initially entered into a temporary transaction file. After the sales have been entered and edited, they are posted to more permanent A/R Open Item file.

Often, during transaction posting, information in other data files is also updated. For

example, when A/R sales are posted, the account balance and historical sales figures in the Customer file are also updated.

Function

As used here, "function" means one or more programs that accomplish a specific task. Each selection on a menu for a Samco package is a function. When you select a function from a menu, one or more programs automatically execute, thereby allowing you to accomplish the task you selected.

Integrated

When a set of accounting packages are "integrated", any information generated in one area that is needed in another area is automatically supplied to that other area. You don't have to enter it twice.

Samco accounting software is fully integrated. When Inventory is used with other Samco packages, data recorded in other packages can be transferred automatically to I/C and vice versa.

Inventory is integrated with these other Samco packages:

General Ledger distributions are generated as items are put into or taken out of inventory. These can be automatically transferred to G/L if you use Samco General Ledger.

Purchase Orderand **Purchasing** automatically updates item quantities in I/C. Amounts on order are increased when items are ordered and decreased when items are received.

Billing automatically updates item quantities in I/C for all orders processed.

Point of Sale automatically updates item quantities in I/C for all tickets processed.

Sales Analysis is automatically updated so that it can produce reports including sales by item, by product category, and by sales volume.

Job Cost accepts items which you wish to transfer from inventory to jobs or vice versa.

Professional Invoicing uses inventory item information to produce invoices and updates the Item file as items are sold.

Sales Management Solutions uses inventory item information to produce sales orders.

Data Organization

The information you enter into your computer is stored on your disk. In order for

computer programs to be able to locate specific pieces of data (within large masses of data) and to be able to process it logically, data must be organized in some predictable way.

Samco accounting software organizes your data for you automatically as it stores it on your disk.

There are four terms you should understand about the way the data is organized:

Character: a "character" is any letter, number, or other symbol you can type on your computer keyboard.

Field: a "field" (sometimes called a "data field") is one or more characters representing a single piece of data. For example, a name, a date, or dollar amounts are all fields.

Record: a "record" is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the "customer record". A record in a data file is often referred to an "entry".

Data File: a "data file" is a group of one or more related records. A data file is often referred to simply as a "file".

The Customer file in Accounts Receivable is an example of a data file. Such a file is made up of many records, each of which contains the name, address, etc., for one customer.

Each file is kept separate from the other files on the disk.

There are other types of files in addition to data files. For example, programs are stored on the disk as "program files". However, "file" in this User Manual means "data file", unless specifically stated otherwise.

Purging Files

As used here, "purge" means to remove unnecessary items. For example, the Inventory Serial file can be purged of sold serial number records. The serial number records for the item range and cut-off dates that you specify are deleted (purged) from the file.

Any other items' serial number records, and those that fall outside of the cut-off dates specified for the purge, remain in the Inventory Serial file.

Alphanumeric

When the manual refers to an "alphanumeric" entry, this means that the entry can be letters of the alphabet, numerals (numbers), special symbols (*,&,$,etc.) or any

combination of all three kinds.

In contrast, if an entry is specified as "numeric", only numbers can be used.

Cost, Price and Margin
An item's "price" is what a customer would pay to buy that item from you. An item's "cost" is how much you spent to acquire that item for your inventory. The difference between the two is your "margin", or gross profit, that you make on a sale of that item.

Every item in I/C has three recorded costs: a replacement cost, a base cost (for factoring) and an average cost.

Replacement cost: This is the most current cost that an item was received at (commonly referred to as the landed cost), and is usually what you would expect to pay now to replace an item in inventory. If warehouse costing is used, this cost is the last cost that the item was received at throughout the company, regardless of which warehouse it was received at. The "warehouse replacement cost" is the last cost that the item was received at for the particular warehouse.

Base cost: Used with factor codes to "factor" in additional costs associated with determining a replacement (landed) cost. This is what you would pay the supplier.

Average cost: The average of all costs paid for all current on-hand quantity of an item. This is recalculated each time items are added to your inventory, and in certain situations, when items are removed from your inventory. If warehouse costing is used, this cost is the average cost for the item throughout the company, regardless of which warehouses it was received at. The "warehouse average cost" is the average cost for the item at a particular warehouse. A sale does not change the warehouse cost unless serial costing is used as specified in the *Control Information*.

Serialized Items

A serialized item is a specific unit of merchandise with a unique serial number. Only one serial number is allowed for each serialized item received. Receivings of serialized items are made as for any item, with the addition of entering serial numbers when appropriate.

Serialized inventory allows you to capture and track detailed information on individual serial numbers.

Lot-controlled Items

A lot-controlled item is an item whose quantities are tracked within unique lot numbers. Lot numbers are specified during the normal receiving process, on-hand quantities can be viewed by lot, and sales of full or partial lots are recorded and tracked by lot number.

Kits and Work Orders

A kit is an inventory item which is assembled from a set of other inventory items. The inventory items from which a kit is assembled are the kit's components, and they may either be raw materials or previously assembled kits.

A work order is a request to assemble a kit. Work orders can be "immediate", in which case the kit is immediately available for sale. Alternatively, a work order may be printed, issued, and the component items removed from inventory, but the kit is not available for sale until the work order is marked as "complete".

Kits Plus adds functions for quick, one-step assembly without work orders. In addition, kit disassembly and component modifications are allowed. Serial numbers, lot numbers, and detailed component tracking are fully supported. Kits Plus also enhances Point of Sale and Billing by processing kits at the time of sale.

Multi-company

"Multi-company" refers to the capability to do accounting functions for multiple companies with the same set of software. Accounting functions can be done for more than one company on Samco accounting packages by selecting the "Multi-company" option.

S.A.M. - Samco's Automated Manuals

At any time while running a package, you can press the "Help" key - **[F10]** on most keyboards (**[F11]** for the Windows version). Using Samco's Automated Manuals (S.A.M.), you can search through every user manual you have installed quickly and easily.

Spool

SPOOL is a computer word meaning "Save Printer Output Off-Line". Spooling is a technique that allows a report to be printed on a printer at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

Product Description

Inventory is designed for use by retailers, wholesalers, and manufacturers. It includes those features most asked for by thousands of users whose experiences with previous inventory control packages have helped refine **Inventory** to its current mature level.

- Supports multiple companies and multiple profit centres
- Provides for multiple warehouses

- Supports multiple costing methods - average, standard, LIFO, and FIFO, as well as serial ("real" costs) for serialized items
- Permits use of multiple balance sheet inventory accounts
- Allows you to maintain item data and print item lists
- Allows you to maintain inventory status and print status reports
- Allows you to maintain and print price codes and commission codes
- Supports 2 alternate selling units
- Calculate the barcode check-digit when entering new barcodes for an item
- Allows up to 8 different barcode numbers to be attached to an item record
- Items can have up to 8 substitutes ("alternates"). In Point of Sale, these substitutes can be viewed, and selected when the primary item is out of stock
- Provides special pricing by category, sub-category, and location, supports sale and contract pricing, and generates group price changes
- Contract pricing permits use of starting and ending dates, and contract ID for use on individual items or categories and sub-categories.
- Price lists by specific customers with actual customer pricing based on pricing rules for that customer
- Allows you to enter, change, delete and post inventory transactions and to print an edit list and a transaction journal for receivings, sales, credit memos, transfers and adjustments
- Tracks inventory by unique serial number or lot number
- Has inquiry into all currently available and previously sold serial numbers and shows oldest unsold serial number
- Prints the serial loan report, the flooring report, and the serialized item report by item, by vendor, and by customer
- Has inquiry into lot numbered inventory, including a history of transactions processed for a lot number
- Prints the lot numbers report by item, by vendor, and by customer, and allows purging of lot number information
- Allows high-speed entry of physical inventory counts, and automatic generation of

inventory adjustments

- Supports input from hand-held terminals for receivings and physical counts
- Prints the Price List, Inventory Valuation Report, Purchasing Advice Report, Inventory Usage Report, Physical Count Worksheet, ABC Analysis Report, and Inventory Analysis Report
- Supports "kits". A kit is an item which is assembled from other inventory items, using a work order.
- Provides kit and work order reports, including Where-Used Report, Kit Price/Cost Report, and Incomplete Work Orders.
- Additional kit processing capabilities are provided by adding Kits Plus.
- Allows reports to be stored on disk to save computer time, then printed later at your convenience
- Allows use of multiple printers
- Includes password protection and data integrity checks
- May be used either independently or integrated with General Ledger, Billing, Point of Sale, Sales Analysis, Professional Invoicing, Purchase Order, Purchasing, and/or Job Cost.
- “Keyword” searches enable finding items from keywords generated from an item’s description, category, sub-category, vendor, vendor product #, or user defined fields.
- “Flooring” report used for serialized items financed by a third party.
- Support for user-definable item labels.
- Taxes by warehouse, or for specific tax groups for handling multiple territories.
- Allow unlimited number of balance sheet inventory accounts for merchandise, finished goods, raw materials, work in progress, etc.
- Purchasing Advice Report provides lead time as defined for each item
- Inventory turn-over report
- Inventory history can track up to 999 prior periods of purchases, sales, returns, and cost of sales.
- Support for importing inventory receiving and transfer transactions

- Inactive inventory items can be purged (removed) quickly and easily.
- Item weights are available to *Billing* to include on packing slips and waybills.
- Provide "quote" style customer price list for a customer
- S.A.M. (on-line user manuals) puts all your user manuals just a keystroke away.

Password Protection

You have the option to specify that passwords are required. A password is a unique code you assign to each individual using your software. When passwords are required, each potential user must enter a valid password prior to being allowed to use a protected function.

Data Integrity Checks

A data integrity check compares the actual numbers in the system to the calculated or projected numbers. If these numbers do not match, you are warned that data might have been lost due to a machine or power failure. By running this function at the start or end of the day, you can detect several possible types of data file corruption (sometimes due to hardware or operating system errors).

File Recovery Procedure

This function provides the capacity to recover corrupted data files. You can also use it to convert important data files to a format which can be easily interfaced to common data base and word processing packages.

Printers

You can easily configure your Samco software to work with any of the most popular printers. Additionally, instructions are given to allow you to configure the software to use virtually any other printer.

Building business and technology relationships.

Chapter 2

Getting Started

Introduction

It is assumed at this point that you have installed the programs for this package on your computer according to the *Installation Guide*. If you have not done so, refer to that manual and install the software on your computer.

It is also assumed that you have familiarized yourself with the main features of this package by reading chapter 1 of this manual, titled *Understanding Inventory*. If you have not done so, read that chapter and then return to this chapter.

This chapter describes the Inventory data files and briefly explains the order in which to set them up for regular use. The *Inventory Conversion Guide* in Appendix D provides a detailed checklist for setting up this package.

Your Accountant

We recommend that you consult with your accountants before using Samco software. They should understand your computer accounting software if they are to continue to serve you well. Moreover, because of their expertise, your accountants may have some good advice regarding converting from your existing inventory control system.

The Inventory Data Files

In order to use Inventory, you first enter into the computer some information describing your inventory system and how you want the software to handle inventory transactions.

There are several different data files which you must enter before you can begin using the package on a regular basis.

Here is a brief explanation of those files:

Company file

This file is used to record information about your company, such as the name and address, as well as some system information such as the printer(s) you are using.

Valid G/L account file

This file contains a list of all your general ledger accounts used in I/C. Any time you use a G/L account number, I/C will check this file to see if the number is valid.

Taxes file

This file contains all tax types, tax groups, and taxable codes. I/C uses these codes to determine the taxable status of each individual item when used in conjunction with a billing module such as Billing, Professional Invoicing, or Point of Sale.

Inventory Accounts file

This file contains the balance sheet inventory accounts which you define. You may use an unlimited number of accounts.

I/C Control file

This file contains control information which defines the way you handle your inventory and, as a result, changes or controls some of the features of this and related packages. For example, the I/C Control file tells I/C which inventory valuation method you want to use and if your company uses multiple stocking warehouses.

Warehouse file

You will use this file only if you are using the multi-warehouse feature of the I/C package. This file contains the names and addresses of your different warehouses.

I/C Codes file

This file contains price codes, mark-up codes, category codes, and commission codes.

Only Point of Sale, Billing, Professional Invoicing, and Sales Management Solutions use these codes, so you only need to enter information in this file if you intend to use any of these packages.

Price codes allow you to define simple or sophisticated pricing structures for specific inventory items in the Item file (described below). For example, you can define different discount or mark-up percentages for different types of customers, based on the quantity of the item sold.

Commission codes allow you to define commission schedules which are used for specific items in the Item file.

Prices file

This file contains warehouse-specific prices, date-specific sale prices, and customer-specific contract prices for your items. It also contains pricing information on alternate selling units.

Only Point of Sale, Billing, Professional Invoicing, and Sales Management Solutions use these prices, so you only need to enter information in this file if you intend to use one of these packages.

Item file

This file identifies and describes the items you keep in your inventory. You give each item an identifying number, a description, prices, and so on.

Certain entries in the Item file, such as an item's price code or commission code, are only useful if you are also using Point of Sale, Billing, Sales Management Solutions, or Professional Invoicing. Read the discussion in the *Items* chapter carefully.

Inventory Status file

This file contains information on the status of the items in your inventory, such as quantity on hand, quantity committed, maximum on hand quantity, reorder level, and quantity sold period-to-date.

Serial file

The Serial file contains information on individual serial numbers. The data on each unsold serial number includes the corresponding item number, receiving date, cost, price and status.

This file also contains information on serial numbers that have been sold, including the original "unsold" information, and additional information such as invoice number, invoice date, customer number, and warranty dates.

Lot number information is also retained in the Serial file. Lot balance and, optionally, lot detail records are kept for each lot-controlled item.

This file is used only if you track serial numbers and/or lot numbers on items. If you are not tracking serialized or lot-controlled items, the Serial file will not contain any data.

Kit file

This file is used only if you use kits. A kit is an item which is assembled from other inventory items. This file contains the definitions of the kits you use.

Label file

This file is used only if you want to print item labels, and contains the format which you define for labels.

Setting Up Inventory

The steps below briefly describe how to set up your Inventory system. You should review the *Inventory Conversion Guide* in Appendix D for a detailed explanation of setting up this package.

1. Study the *Installation Guide* and *System Functions* manuals for details on setting up companies. There are various files and functions which are common to all Samco applications. Before beginning with *Inventory*, be sure that you have properly set up your system as described in the above mentioned manuals.

2. Run the *Inventory* software according to the instructions in chapter 3, *Using Inventory*.
3. Enter your balance sheet inventory accounts, using *Setup (Inventory accounts)*.

4. Enter your control information into the Control file, using *Setup (Control information)*.

5. If you specified in *Control information* that you use multiple warehouses, enter your warehouse codes, using *Setup (Warehouses)*.

6. In order to use the categories and sub-categories in *Items* you will need to set up a valid list of categories using *Setup (Category codes*) and *Setup (Sub-category codes)*. This is an effective way of standardizing how you categorize your inventory items.

7. If you will use price codes when setting up pricing structures for your items, enter your price codes, using *Setup (Price codes)*.

   The codes you enter here are used when entering inventory items using *Items (Enter)*. Price codes are used with Point of Sale, Billing, Professional Invoicing (interfaced to I/C), or Sales Management Solutions. Price codes are used to simplify the pricing of items by applying formulas for determining prices.

8. If you will use commission codes when setting up commission schedules for your items, enter your commission codes, using *Setup (Commission codes)*.

   Commission codes only need to be entered if you use commissions and you are using Point of Sale, Billing, Sales Management Solutions, or Professional

Invoicing.

9. If you will use mark-up codes when setting up standard mark-up percentage tables for your items, enter your mark-up codes, using *Setup (Mark-up codes*).

10. If you will use factor codes when determining landed cost variables for your items, enter your factor codes, using *Setup (Factor codes)*.

    Factor codes are used at point of receiving inventory to determine the actual landed cost of inventory items. When setting up factor codes, you list out the added costs involved in putting a product group on the shelf. A factor code is added to the item record, and triggers the necessary calculations using the base cost (contracted cost) to determine the replacement cost.

11. Enter your items, using *Items (Enter)*.

12. Enter the status information for each item in each warehouse, using *Status*.

    Alternatively, status information can be entered, using *Status load*.

13. If you will be using multi-warehouse pricing, enter your warehouse-specific prices, using *Prices (Item prices)*.

    Multi-warehouse prices are used only in Point of Sale, Professional Invoicing, Sales Management Solutions, and Billing.

14. If you will be using sale and/or contract prices, enter these prices, using *Prices (Sale prices)* and *Prices (Contract prices)*.

    These sale and/or contract prices are used only in Point of Sale and Billing.

15. If you will be using kits, enter the definitions of your kits, using *Kits (Enter)*.

16. If you wish, enter your item label formats, using *Item labels (Layout)*.

    You may enter your item label formats at any time prior to printing item labels.

17. Establish initial on-hand quantities and serial numbers (if using) for each item at each applicable warehouse. This may be done in one of two ways:

    a. Enter and post receiving transactions for each item at each applicable warehouse, using *Inventory*.

    b. Automatically create adjustment transactions for each item at each applicable warehouse, using *Physical count* to create physical count transactions. You must have specified the "Expanded" physical count method in the I/C Control file to use this selection.

Edit the adjustment transactions as necessary to enter serial numbers, and to review the costs used in the transactions using *Inventory (Enter)*, then post using *Inventory (Post)*.

18. If you are keeping item history as defined in the *Control Information*, then load the item history with balance forward transactions for the quantities on hand entered in the previous step using *History / Initial Setup*.

19. If you are using kits, establish on-hand quantities for all existing kit-items.

    If on-hand quantities of component-items are not to be reduced, you may enter receiving transactions, using *Inventory*, to establish on-hand quantities for kit-items.

    If on-hand quantities of component-items are to be reduced, use *Work orders* to enter and issue "immediate" work orders for assembly of the kit-items.

    Use *Kit inventory (Enter)* to assemble kit-items, to reduce component-items and to track assembly information.

20. If you are using serialized items, and wish to establish information on previously sold serial numbers, enter and post history serial transactions, using *Serial numbers (Enter)*. To establish information on currently unsold serial numbers, enter and post move-in serial transactions, using *Serial numbers (Enter)*.

21. Read Chapter 4. *Guide to Daily Operations*, which explains how to use *Inventory* to perform various daily, weekly, and periodic tasks.

Regular Use

When you are finished setting up Inventory as outlined above and in Appendix C. *Inventory Conversion Guide*, you are ready to use this package on a regular basis.

The remaining chapters show you how to:

- Process inventory under average, LIFO/FIFO, or standard costing methods
- Process serial numbers
- Inquire into serialized items
- Process lot numbers
- Inquire into lot-controlled items
- Process an expanded physical count
- Enter item prices, sale prices, contract prices, and make group price changes
- View customer pricing
- Define work orders
- Print and complete work orders

- Print or view work order history
- Print the Price List
- Print the Purchasing Advice Report
- Print the Physical Count Worksheet
- Print the Item Stock Status Report
- Print the Valuation Report
- Print the Usage Report
- Print the ABC Analysis
- Print the Inventory Analysis Report
- Print the Serial Numbers by Item, Vendor, and Customer reports
- Print the Serial Numbers on Loan report
- Print the Flooring Report
- Print the Lot Numbers Report
- Print the Kit Price/Cost Report
- Print the Where-Used Report
- Print the Distributions to G/L Report
- Close out an accounting period and a year
- Purge serial numbers
- Purge inactive items
- Print a data integrity report
- Print reports from disk

Appendix A explains how to initialize (create from scratch) your Inventory data files. You may never need this function, but it is included just in case.

Appendix B explains how to export/import your inventory data files, recalculate inventory quantities and rebuild the Keyword file.

Appendix C contains an Inventory Conversion Guide to assist you in changing over from your manual inventory accounting methods to this package.

Appendix D contains a detailed explanation of each of the different inventory valuation methods.

Appendix E provides specific instructions for using the standard cost valuation method. (Not available through SAM.)

Appendix F describes how you can change from one inventory valuation method to another. It also describes how to change from single to multi-warehousing (and vice versa).

Support

This manual, in combination with your *Installation Guide* and *System Functions* manual, is designed to allow you to use Inventory without additional help.

However, if you encounter problems you cannot resolve by referring to these manuals, you may want to get additional assistance. Your supplier may be able to provide such assistance, or he may be able to recommend an independent source.

If all else fails, contact:

Samco Support Department
Unit 61 - 7789 - 134th Street
Surrey, B.C. V3W 9E9
Phone: (604) 597-4211
Fax: (604) 597-7320
Email: support@samco.com

There will be a fee for support service from Samco.

Building business and technology relationships.

Chapter 3

Using Inventory

About This Manual

This manual provides the information needed to learn and use *Inventory*.

Organization

This chapter describes how to use and locate information in the Inventory User Manual. It also tells you how to start and exit Inventory.

Chapter 4 is a guide to daily operations. It explains how you use Inventory to perform various daily, weekly, and periodic tasks.

Chapters 5 through 19 give instructions on how to enter the basic information (mentioned in the chapter titled *Getting Started*) which will tailor your package according to your needs and prepare you for daily operation.

Chapters 20 through 40 describe how to use Inventory on a daily basis, and how to print the Inventory reports. You will probably use these chapters most frequently.

Chapters 41 through 45 describe selections which are used periodically, including such selections as closing an accounting period.

Lastly, a series of appendixes provide technical material and reference information on valuation methods.

> Additional information can be obtained from the *Installation Guide* and *System Functions* manuals, which contain chapters that describe features common to all Samco packages.

Topics covered in the *System Functions* manual include:

- Defining multiple companies
- General rules
- Help
- Printers
- Taxes
- Extended Functions
- Find
- Switching companies
- Defining menu selections
- Passwords
- Glossary of terms

How to Use This Manual

When beginning, you will want to keep this manual handy so you can refer to it as often as you need. Later, you may only need to refer to it occasionally.

Each chapter of this manual provides instructions on how to use a particular function of your software.

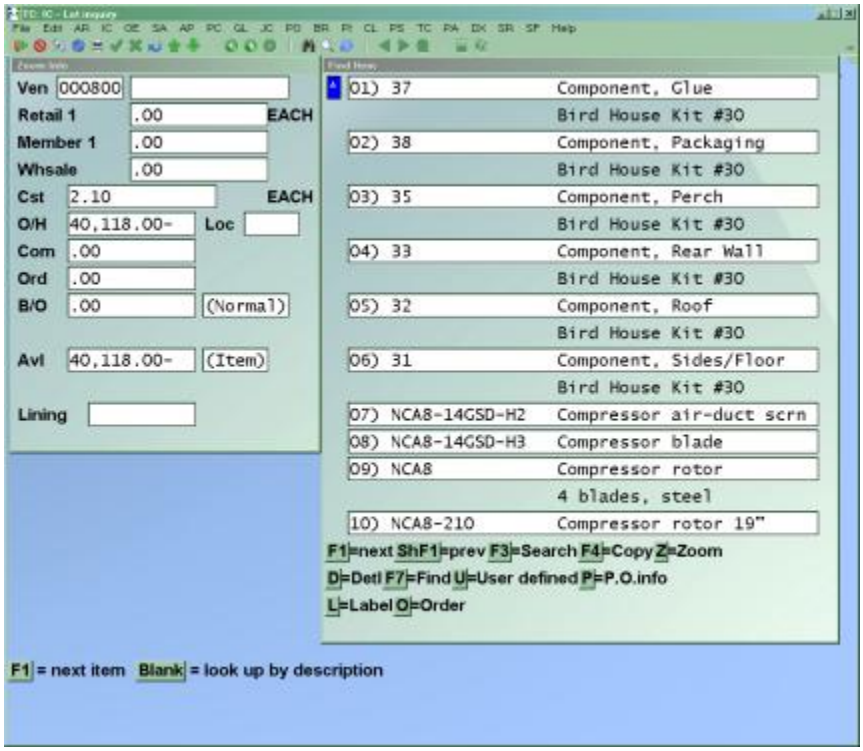
[?] Find Function

Throughout the manual, field names preceded with **[?]** indicate that a question mark can be used to search for valid entries for the field from records entered into Samco.

Some searches have additional functionality as shown below.

[?] Find Lots

Use the **[?]** key in a field asking for a lot # to display the following screen:



Enter the line number to go to, use the up and down arrows to go to the lot # to use, or use one of the options:

Options:	**[F1]**	To view the "Next" page of lot #'s
	[F2]	To view the "Previous" page of lot #'s
	[F3]	To "Search" for a lot by lot #
	[F4]	To "Copy" the currently selected lot to the lot # field where the find was initiated.
	[F6]	To view lots for "All" warehouses

If the **[F6]** option is used, the screen changes to display the warehouse in an additional column before the Lot-# field. If the **[F6]** key is used again to select a single warehouse, you are prompted to enter the warehouse to find the lots in.

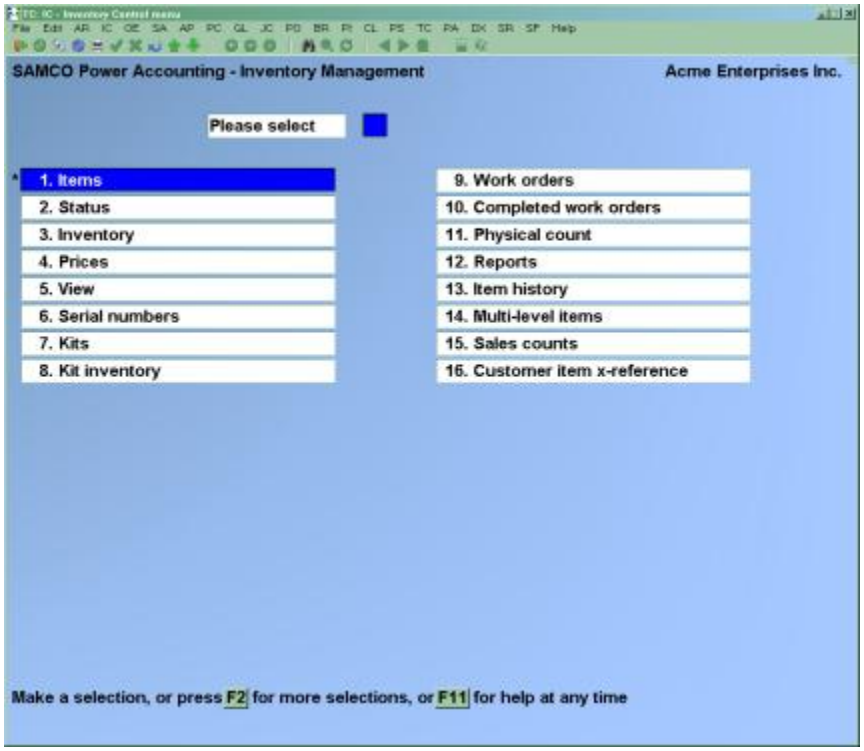
S.A.M. - Samco's Automated Manuals

While using your software, press the **[F10]** key (**[F11]** key under Windows) at any time to bring up S.A.M. (Samco's Automated Manuals). At the touch of a button you'll have an entire reference library on your Samco business applications.

To Start Inventory

If you are using menu style overlay, pop up, menu select or original, select *Inventory* from the Samco main menu. If you are using the pull down menu style, use the **[Right][Left]** keys to select **IC**.

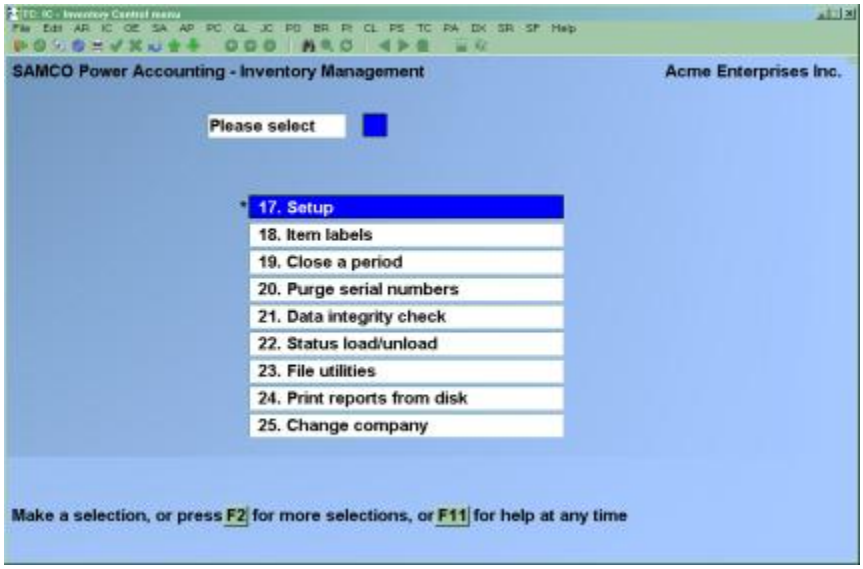
The following menu will appear (remember, throughout this and all manuals we will be using the "menu select" menu style):



To select one of the functions shown above, use the **[Up]** and **[Down]** keys or press the first letter of the function name to position the cursor on the desired function and press **[Enter]**.

For example, to select *Items*, move the cursor to *Items* or type **1**.

To get to page 2 of the menu, press **[F2]** when page 1 is displayed.


SAMCO Power Accounting - Inventory Management
Acme Enterprises Inc.
Please select
17. Setup
18. Item labels
19. Close a period
20. Purge serial numbers
21. Data integrity check
22. Status load/unload
23. File utilities
24. Print reports from disk
25. Change company
Make a selection, or press F2 for more selections, or F11 for help at any time

Make selections from page 2 the same way as from page 1.

To return to page 1 of the menu, press **[Tab]**.

To Exit the I/C Package

To exit the I/C package, press either **[Esc]** or **[Tab]** from page 1 of the I/C main menu. Depending on your computer setup either, the main menu appears, listing the packages you have installed, or your operating system prompt appears.

Alternatively, while at any menu or sub-menu, press **[F3]** and type **EX** to exit completely out of I/C and the Samco system.

Building business and technology relationships.

Chapter 4

Guide to Daily Operations

Introduction

The following checklists are provided as examples of how you might use Inventory to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

□ Enter new items, using *Items*. Enter a status record for each warehouse at which you plan to stock the item. If the item is a kit, enter a kit definition using *Kits*.

□ Enter receivings, sales, credit memos, and transfers using *Inventory*. If you are using Job Cost, also enter job usage transactions. Post these transactions.

If you are using Point of Sale

□ Receivings, transfers, sales, and returns are entered using P/S *Tickets(Enter)*. Receivings and transfers will be automatically added to the I/C Inventory Transaction file. The posting of tickets in P/S will automatically generate sales and credit memo transactions for inventory.

If you are using Billing

□ Sales and credit memo transactions are entered using O/E *Orders*. The posting of invoices in O/E will automatically generate and post sales and credit memo transactions for inventory.

If you are using Professional Invoicing

□ Sales and credit memo transactions are entered using P/I *Invoices*. The posting of invoices in P/I will automatically generate and post sales and credit memo transactions for inventory. If J/C is interfaced to P/I, job usage transactions will be generated and posted for inventory when posting Goods line items for jobs.

If you are using Purchase Order or Purchasing with Inventory

□ Enter your receivings using P/O or P/A *Receivings*. When these receivings are posted in P/O or P/A, receiving transactions are generated and placed in the Inventory Trx file for all inventory items received. These receivings do not have to be entered again using *Inventory*.

□ Enter, print, and issue work orders to assemble kits.

□ Log work orders as completed using *Completed work orders*. Close these work orders using *Close work orders*.

□ Back up data files to removable media.

□ Inquire into item information, using *View items*.

□ Inquire into serial number information, using *View serial numbers*.

□ Inquire into lot number information, using *View lot numbers*.

□ Enter new price codes using *Price codes*, new commission codes using *Commission codes*, new factor codes using *Factor codes*, new markup codes using *Markup codes*, new product categories using *Category codes*, and new stocking codes using *Stock codes*.

□ Using the *Factor codes (Setup)* function, make any adjustments

to your factor codes. You should also run the *Apply new factors* to update your replacement costs.

- □ Use *Item prices* to enter new item prices for a specific warehouse, and to change item prices.
- □ Enter new sale prices using *Sale prices* and new contract prices using *Contract prices*.
- □ Use *Group price changes* to change prices for groups of items.
- □ Print price lists using *Price list*.
- □ Determine which items have dropped below reorder level or which are out of stock using *Purchasing advice*.
- □ Determine the current stock status of inventory items using *Stock status*.
- □ Print a list of incomplete work orders using *Incomplete work orders*.
- □ Inquire into completed work orders using *View work order history*.
- □ Print information about completed work orders using the Work Order History Report.
- □ Print item labels for inventory items using *Item labels*.
- □ Purge out-of-date sale prices using *Purge sale prices* and out-of-date contract prices using *Purge contract prices*.

- □ Enter new sale prices using *Sale prices* and new contract prices using *Contract prices*.
- □ Print price lists using *Price list*.

□ Recalculate your replacement costs if you are using factor codes. This is done by running the *Recalculate current costs (Factor codes)*.

Physical Count

□ If you are using "expanded" physical count, create physical count transactions and print a Physical Count Worksheet using *Physical count*.

□ Count your inventory, and then enter or import counted quantities into the physical count transactions using *Physical count*. Edit physical count transactions and create adjustment transactions from them using *Physical count*. Post the adjustment transactions using *Inventory*.

□ If you are not using "expanded" physical count, you should print a physical count worksheet using *Physical count worksheet*, count your inventory, and then enter and post adjustment transactions using *Inventory*.

- □ Correct serial number information using *Serial numbers*.
- □ Print the Flooring Report which shows, by "Source", the serial numbers which are unsold or sold.
- □ Print Serial Number reports (by Item, Vendor, and/or Customer, or loaned serials).
- □ Print Lot Number Report which shows the status of each lot number, selecting to purge the file.

□ Print the Valuation Report to determine the value of your inventory at the end of the period.

- □ Print the Usage Report which shows sales figures and margins for the period and year to date.
- □ Print the ABC Analysis Report to rank your items in terms of year-to-date sales, costs, or margins.
- □ Print the Inventory Analysis Report to determine item turn rates, investment, and profitability.
- □ Print a status report using *Status by item #* or *Status by description*. (This report contains the final period-to-date figures for each item at each warehouse at which it is stocked.)
- □ If using Sales Analysis, print sales analysis reports (such as Item, Item category, Item sales volume.)

□ Close the sales period, using *Close a period*. If this period is also your year end, answer "Y" to the related question in *Close a period*. See the chapter titled Close a Period for a description of this selection.

□ Print the I/C Distributions to G/L Report (from "Earliest" to the last date of the accounting period) to get a list of the distributions to G/L. If you are <u>not</u> using G/L, back up your data files and purge the distributions when you print the report. If you <u>are</u> using G/L, <u>do not</u> purge the distributions at this time.

□ If you are using Samco's G/L, back up your data files and then run *Get distributions* in G/L to pull the distributions from I/C into G/L. Follow the procedures described in the G/L User Manual. You may purge the distributions when running this selection in G/L. If you encounter any system difficulty (e.g., power failure) while running *Get distributions*, then restore your backup and repeat this procedure.

- □ Purge items which are no longer active using *Purge inactive items*.
- □ Purge sold serial numbers that are out of warranty using *Purge serial numbers*.

□ Back up data files to removable media.

- □ Purge your item history which you no longer need using the *Purge (History)* function.
- □ Clean up your inventory data files, removing wasted space that is being taken up by deleted and purged data. This is done using the *Rebuild a file (File utilities)* function.

Chapter 5

Inventory Accounts

An inventory account is a current asset account in your General Ledger, summarizing the value of items in your inventory.

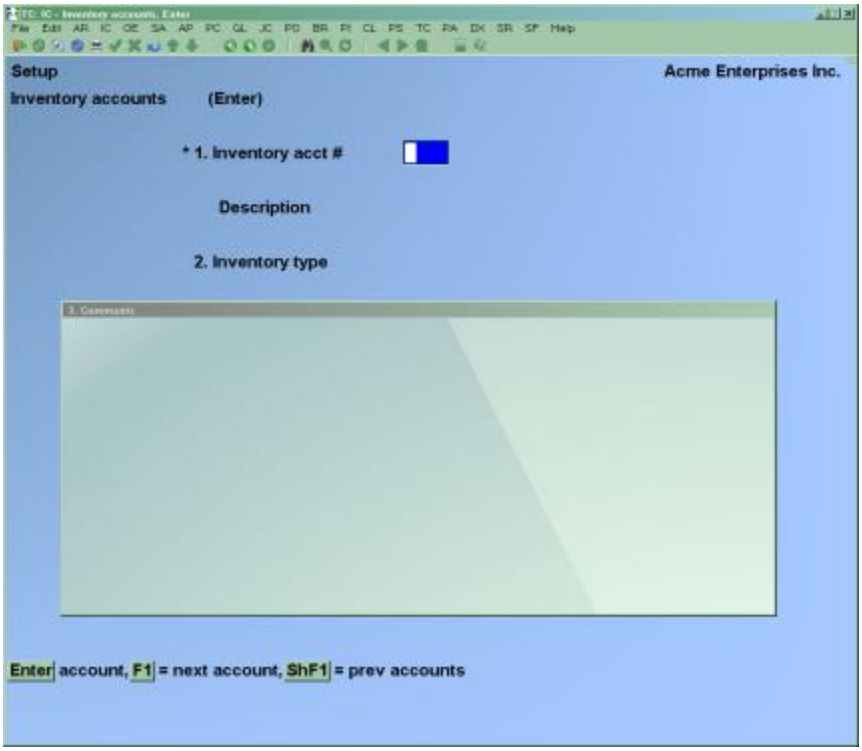
Inventory provides for multiple inventory accounts. You may enter as many as your company needs.

You may set up multiple inventory accounts in this selection. You will then assign each inventory item to one of those accounts. All postings (inventory sales, usage, and receivings) debit or credit the inventory account associated with that item.

These accounts can then further be used as a criteria when running various reports.

To Begin

From page 2 of the I/C menu, select *Setup*. Then from the *Setup* menu, select *Inventory accounts*.



Entering Inventory Accounts

Select *Enter* from the *Inventory accounts* menu. You then see:

From the screen which appears, you can work with both new and existing inventory accounts.

Enter the information as follows:

[?] * 1. Inventory acct #

Enter the inventory account number or use the option:

Option: [F1] for the next inventory account on file

If the account you enter does not already exist in the Valid G/L Account file, you may add it here.

Description:

If this account already exists in the Valid G/L Account file, its description displays. If not, enter the description, and the account is automatically added to the Valid G/L Account file.

2. Inventory type

This field allows you to specify the section of the Distributions to G/L Report where G/L distributions for this inventory account will be reported.

Enter **M** for merchandise or items held for sale. If you do not use kits, all of your inventory accounts are type M.

Enter **R** for raw materials. This account type is for items which are components of kits.

Enter **F** for finished goods, for items which are completed kits.

Enter **C** for miscellaneous costs applied. It is used for miscellaneous items which have costs charged to them in Point of Sale and Billing. It is also used in work orders kit assembly to specify the account to which non-inventory costs such as labour and administrative-burden should be posted.

Enter **W** for work in process. This account type is not used in defining items. It is used in work orders to specify the work in process account to which inventory should be posted while the kit required by a work order is being assembled.

Categorizing Inventory Items by Account Type

If you wish to categorize inventory by Inventory Types, then a separate account needs to be set up for each inventory type (or group of inventory types). If items are not required to be sorted based on the inventory account (and hence the inventory type), then this field must be **M** for all inventory accounts.

For example, the inventory account associated with a stocked inventory item would have an inventory account type of **M** (merchandise for sale as-is), but the inventory account associated with raw materials would have an account type of **R** (raw material for kits). And a miscellaneous item's inventory account would have a type of **C** (miscellaneous costs applied).

3. Comments

Enter any comments or notes about the inventory account.

Enter text in the displayed box in much the same way as most word processing programs, using the **[Enter]** key, **[Up][Down]** keys, **[Delete]** key, **[Tab]** or **[Esc]** when done, etc. When you are finished entering text, press **[Tab]** and follow the screen instructions.

When you press **[Esc]** or **[Tab]** while entering comments, you have these choices:

File Save what I have just entered/changed. (Like pressing **[Enter]** at "Field number to change?" in other selections.)

Save & continue Save what I have just entered/changed, but leave the information

on the screen because I want to continue to work with it.

Abandon changes Throw away what I have just entered/ changed. (Like pressing **[Esc]** at "Field number to change?" in other selections.)

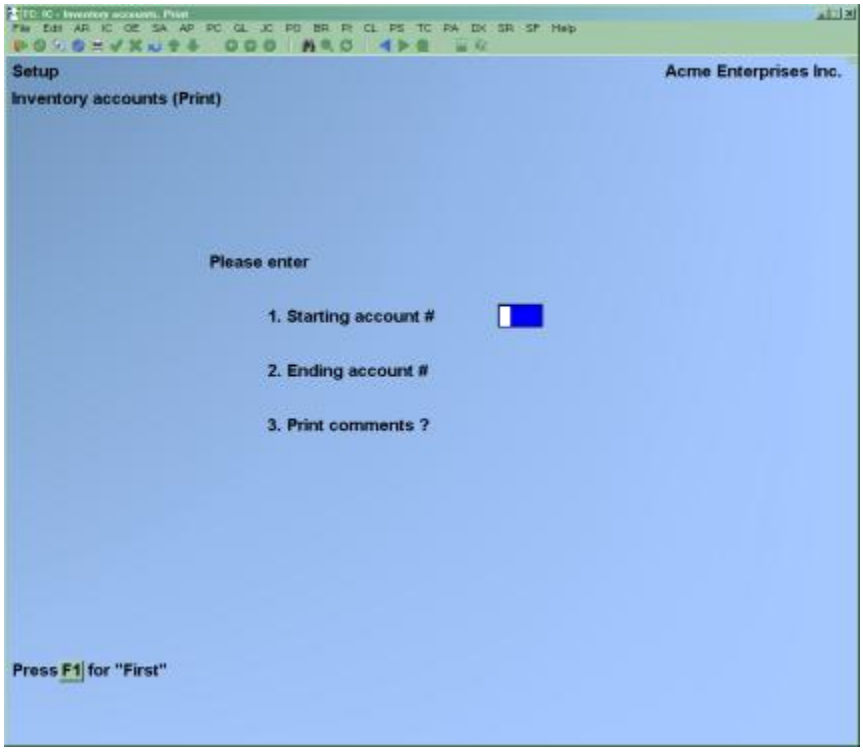
Delete Delete this entire comment from the screen. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an "OK to delete?" message.

Deleting Inventory Accounts

Use the **[F3]** key to delete an inventory account. An inventory account cannot be deleted if it has been entered in the I/C Control file as a default inventory account, or if it has been entered as the inventory account for an item. If you are not allowed to delete an inventory account, a message will display giving the reason.

Printing a List of Inventory Accounts

Select *Print* from the *Inventory accounts* menu. You then see:



Enter the information as follows:

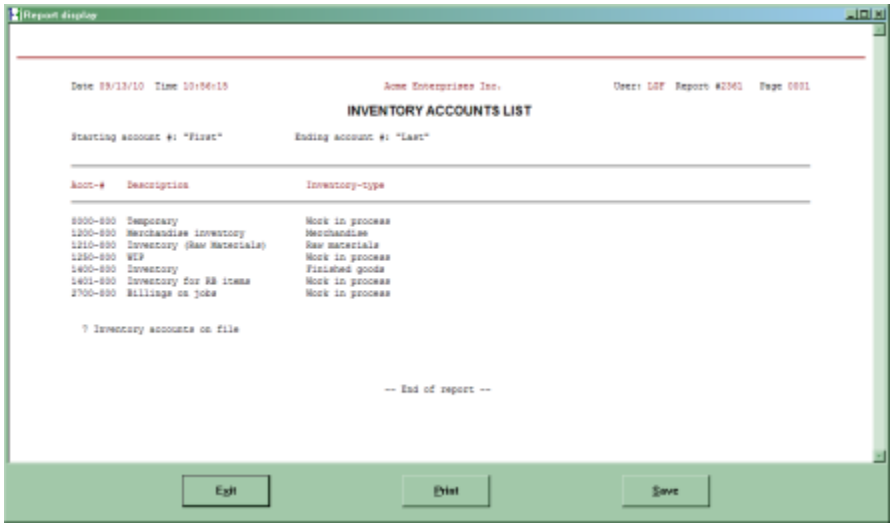
[?] 1. Starting account #
[?] 2. Ending account #

Enter the range of inventory accounts to be included. Follow the screen instructions.

3. Print comments?

Answer **Y** to include comments on the list.

Here is a sample of the Inventory Accounts List.


Report display
Date 03/13/10 Time 10:56:15
Acme Enterprises Inc.
User: LSF Report #2361 Page 0001
INVENTORY ACCOUNTS LIST
Starting account #: "First"
Ending account #: "Last"
Acct-# Description Inventory-type
0000-000 Temporary Work in process
1200-000 Merchandise inventory Merchandise
1210-000 Inventory (Raw Materials) Raw materials
1250-000 WIP Work in process
1400-000 Inventory Finished goods
1401-000 Inventory for RB items Work in process
2700-000 Billings on jobs Work in process
7 Inventory accounts on file
-- End of report --
Exit
Print
Save

Chapter 6

Control Information

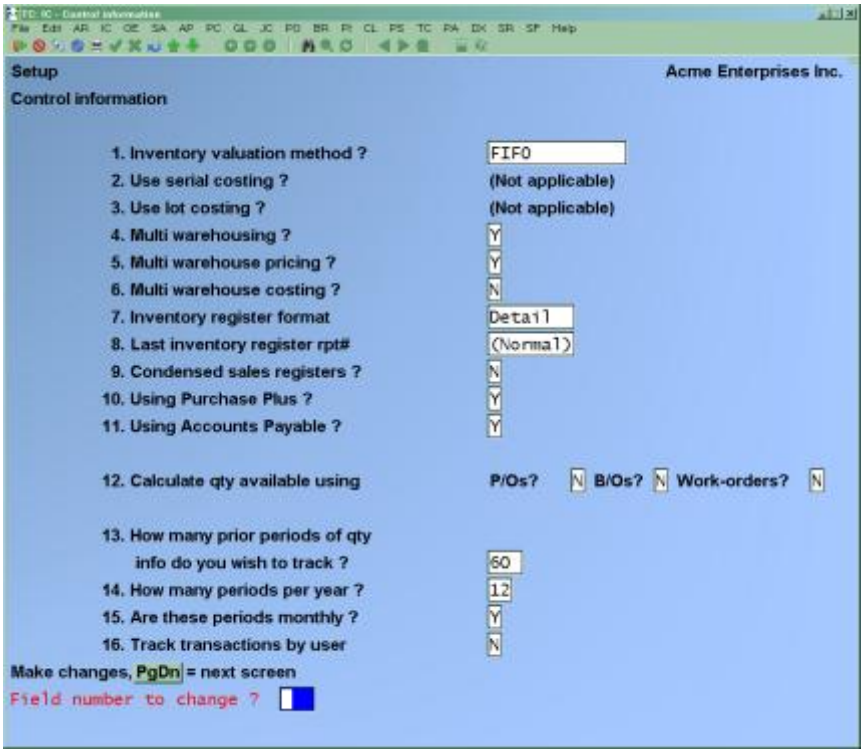
The I/C Control file contains information about the inventory control requirements of your business.

A control file contains key information about your business operation. It is called a control file because it controls certain program functions and default values.

To Begin

From page 2 of the I/C menu, select *Setup*. Then from the *Setup* menu, select *Control information*.

This is the screen you see:


Setup
Acme Enterprises Inc.
Control information
1. Inventory valuation method ? FIFO
2. Use serial costing ? (Not applicable)
3. Use lot costing ? (Not applicable)
4. Multi warehousing ? Y
5. Multi warehouse pricing ? Y
6. Multi warehouse costing ? N
7. Inventory register format Detail
8. Last inventory register rpt# (Normal)
9. Condensed sales registers ? N
10. Using Purchase Plus ? Y
11. Using Accounts Payable ? Y
12. Calculate qty available using P/Os? N B/Os? N Work-orders? N
13. How many prior periods of qty info do you wish to track ? 60
14. How many periods per year ? 12
15. Are these periods monthly ? Y
16. Track transactions by user N
Make changes, PgDn = next screen
Field number to change ?

Changing Information that is Already on File

If you already have I/C control information on file, when "Field number to change?" appears, you can press **[Enter]** or **[PgDn]** to move to the next screen. At the second, third, or fourth screen, you can press **[PgUp]** to move to a previous screen.

Enter the information as follows:

Inventory valuation method?

Inventory will track the value of your inventory in one of four ways:

1) by standard cost with average cost assumption
2) by average cost with or without serial cost
3) by the "last in - first out" (LIFO) method
4) by the "first in - first out" (FIFO) method.

Type **S** to select standard cost, **A** to select average cost, **L** to select LIFO, or **F** to select FIFO.

Refer to the appendix *Methods of Costing Inventory* for a detailed discussion of each valuation method.

This manual presents examples using the Average cost method, without serial costs (see below). Special notes are included, as appropriate, for other valuation methods.

If you select standard cost, also refer to the appendix titled *Standard Cost Valuation*.

If you need to change valuation methods, be sure to review the appendix titled *Changing Inventory Valuation or Warehouse Methods* for the proper procedures prior to making this change.

Use serial costing?

An entry in this field is allowed only if the average cost method ("A") is specified in field number 1.

Answer **Y** if you wish the "real" cost of a serialized item to be used (instead of the average cost) when processing a serialized item. Otherwise, press **[Enter]** to default to **N**.

If you specify to use serial costing, then the real cost (or serial cost) from the Serial file is used when posting a transaction with a serial number. If a serial number is not specified for a "Sometimes Serialized" item, then the average cost is used instead.

See the chapter titled *Serial Numbers* for more information on the processing of serial numbers under the serial costing method.
If you specified a valuation method other than "A" in field number 1, this field is skipped.

NOTE: If you select to track serial costs you will not have the option of tracking costs by warehouse.

Use Lot Costing

When using the average cost method in Inventory Management, you may wish to use the actual cost of lot-controlled items, instead of average cost. When thus option is chosen, you will be prompted whether to use average or lot cost for an upward adjustment to a lot-controlled item.

Multi warehousing?

Answer **Y** if you have more than one location where inventory is kept, and inventory control is desired at each location.

Answer **N** if just one location for storage is used or if multi-site control is not needed.

For multi-warehousing, inventory levels (the status of items) are tracked for each item in each warehouse.

When multi-warehousing is in effect under LIFO or FIFO costing, a history of the cost of each item is kept without regard to warehouse. As each item is received, its cost is recorded (independent of warehouse) in LIFO or FIFO order. This method is in agreement with generally accepted accounting principles.

If you wish to change your warehousing method once you've completed setting up control information, refer to the appendix titled *Changing Inventory Valuation or Warehousing Methods*.

Multi warehouse pricing?

If you answered **Y** to "Multi warehousing?" answer **Y** if you wish to have the ability to price your items differently for each warehouse. Otherwise, answer **N**.

This field displays "(Not applicable)" if you answered **N** to "Multi warehousing?"

Multi warehouse costing?

If you answered **Y** to **Use serial costing?** this field is set to "N" and cannot be changed.

If you selected LIFO, FIFO or Standard for the **Inventory valuation method?** field, this field is set to "N" and cannot be changed.

If you answered **Y** to "Multi warehousing?" answer **Y** if you wish to have the ability to cost your items differently for each warehouse. Otherwise, answer **N**.

This field displays "(Not applicable)" if you answered **N** to "Multi warehousing?"

Inventory register format

Type **D** for a detail format or **S** for a summary format.

The detail format of the Inventory Register shows all detail for each transaction to be posted.

The summary format of the Inventory Register is shown at the end of the chapter titled *Inventory*.

For average or standard costing, both the summary and the detail format will provide full audit information on the register.

In cases where there has been a data loss of some kind, this option allows the user to only print documents that do not balance to zero. Set the Inventory register format to **detail**. When required, print the report from *Inventory Management ->Reports-> Distributions to G/L* and set the flag to **NON ZERO DOCS ONLY** to [**Y**].

For LIFO or FIFO, the summary format does not give details of layers added, layers removed, or negative layers created. It does show the total cost correction resulting from a transaction which removes one or more negative layers.

If selected, the summary format should be reviewed by your company's accountant to be sure that it meets the audit requirements of your company. If there is any question as to which format to use, select the detail format.

Last inventory register rpt#

Enter a specific starting number use as the report number for inventory registers.

Option: **[F1]** to use the next report sequence number.

Condensed sales registers?

Answer **Y** to print a condensed format of the Inventory Register when inventory transaction posting is originated by Billing invoice posting or by Point of Sale "auto-posting".

Your answer here does not affect the register format selected in field number 6 when inventory transaction posting is originated by the *Inventory (Post)* selection.

The condensed format shows one line of information for each item by transaction type, warehouse, and transaction date.

If you answer **N**, the register format selected in field number 6 is printed when inventory transactions are posted, regardless of the selection used to initiate posting.

Using Purchasing?

Answer **Y** if you intend to use the Purchasing package. This causes I/C to display and print the quantity on order for each item.

Using Accounts Payable?

Answer **Y** if you intend to use the Accounts Payable package. This causes I/C to look up vendor numbers which you enter for items (in *Items*) in the A/P Vendor file.

NOTE: Even if you answer **Y** here, you will be able to enter a vendor number in *Items* that does not exist in the A/P Vendor file.

Using Manufacturing?

Answer **Y** if you intend to use the Manufacturing package. This causes I/C to display and print the quantity on order for each item.

Calculate qty available using

Answer **Y** to the quantities to include in the quantity available calculation. You have the option of including orders (committed), back orders, and work orders. The quantity available is calculated by taking the quantity on hand, and subtracting the quantity on order (committed), quantity on back order, and quantity on work orders - if any have been set up here as **Y** to include in the calculation.

How many prior periods of qty info do you wish to track ?

Enter the number of periods, from 1 to 999, of inventory item totals you wish to track. This includes purchases, sales, cost of goods sold, returned etc.

How many periods per year?

Enter the number of periods, from 1 - 12, in an accounting year.

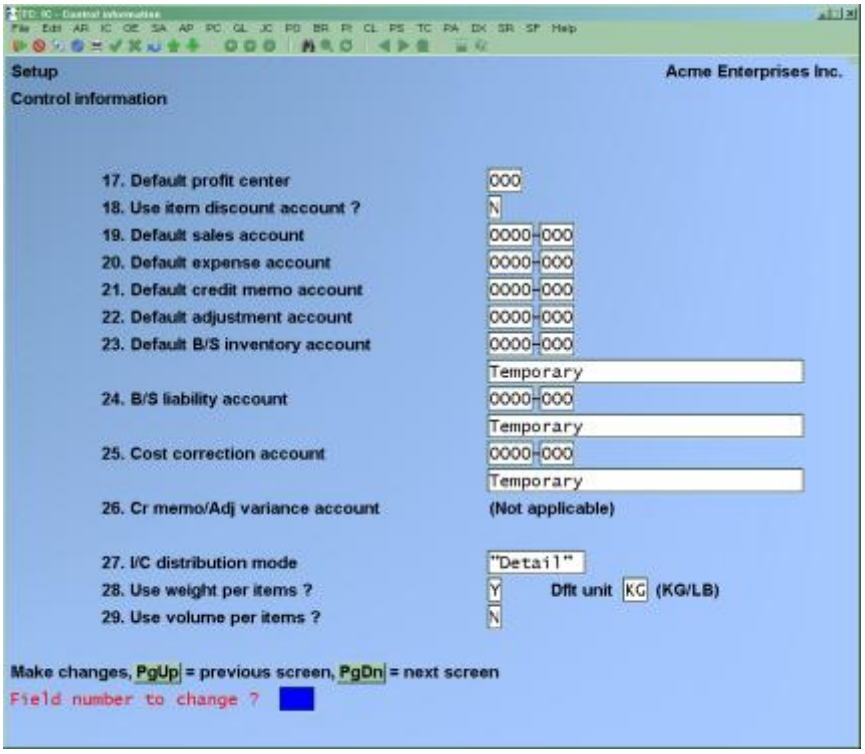
Are these periods monthly?

Answer **Y** if your accounting periods are monthly. Otherwise, type **N**.

Track transactions by user

Answer **Y** if you want to track transactions by user. This also allows users to post only transactions entered by them, avoiding a common problem of users posting transactions partially entered by other users. If this feature is not used, or it is a single user system, type **N**.

Make any changes as usual. A second screen then appears:


Setup
Acme Enterprises Inc.
Control information
17. Default profit center 000
18. Use item discount account ? N
19. Default sales account 0000-000
20. Default expense account 0000-000
21. Default credit memo account 0000-000
22. Default adjustment account 0000-000
23. Default B/S inventory account 0000-000
Temporary
24. B/S liability account 0000-000
Temporary
25. Cost correction account 0000-000
Temporary
26. Cr memo/Adj variance account (Not applicable)
27. I/C distribution mode "Detail"
28. Use weight per items ? Y Dflt unit KG (KG/LB)
29. Use volume per items ? N
Make changes, PgUp = previous screen, PgDn = next screen
Field number to change ?

[?] 17. Default profit centre

Entry in this field is allowed only if the Company file specifies that you have more than one account section. Otherwise "N/A" (not applicable) is displayed. The profit

centre entered here is used as the default when entering inventory items (using *Items*).

Enter the default profit centre or use the option:

Option: **[Enter]** To use profit centre 000

18. Use item discount account

This question only applies if you are using Point of Sale, Billing, or Professional Invoicing.

If you answer **Y**, the G/L distributions for sales and discounts from tickets, orders, and invoices will be changed from posting the net amount of the sale (amount of sale less discount) to the sales account(s), to posting the gross sale before discounts to the sale account(s) and the discounted amount to the line item discount account number from the item's record.

When an invoice discount is being applied (i.e. 10% off everything), the discount amount is divvied up evenly internally to the line items to allow for proper posting to the discount account(s).

Answer **Y** if you wish to use the discount account from the item record for distribution on sales discounts.

Entering Account Numbers

For the next four fields, you enter the main account number to use as the default for new items (in *Items*), followed by the profit centre if they are used.

Profit centres can be wild-carded. In this case, the profit centre used when posting transactions into Inventory from Point Of Sale, Billing, or Professional Invoicing is assigned based on the profit centre assigned to the warehouse the item is sold from.

If an item is assigned a specific profit centre, then this profit centre over-rides the profit centre as it would be assigned by the warehouse it is sold from.

[?] 19. Default sales account

The account you enter here is used as a default for the "Sales acct #" field when entering an inventory item using *Items*.

The "Sales acct #" for an item is used by Point of Sale, Billing, and Professional Invoicing when posting sales of this item.

If profit centres are used, and the profit centre is wild-carded, the "Sales acct #" is combined with a profit centre in order to obtain the G/L account to be used for the posting.

In Point of Sale, the item profit centre is used. If the item's profit centre is wild-carded, the ticket profit centre is used.

In Billing and Professional Invoicing, if the item's profit centre is wild-carded, it is determined by options specified in the O/E or P/I Control file.

Consult the P/S chapter titled *Stores*, or the O/E or P/I chapter titled *Control Information* for a discussion of the options available for profit centres.

Enter the main G/L Sales Account, then enter a profit centre or use the option:

Option: **[F1]** To wild-card this account section.

[?] 20. Default expense account

The account you enter here is used as a default for the "Expense acct #" ("cost of goods sold") field when entering an inventory item using *Items*.
The "Expense acct #" for an item is used when posting sales transactions using *Inventory*. A sales transaction removes an item from inventory and reflects its cost in Cost of Goods Sold.

If profit centres are used, and the profit centre is wild-carded, the "Expense acct #" is combined with the profit centre entered for the sales transaction in order to obtain the G/L account to be debited for the sale transaction. The item's inventory account is credited.
Enter the main G/L expense account, then enter a profit centre or use the option:

Option: **[F1]** to wild-card this account section.

[?] 21. Default credit memo account

The account you enter here is used as a default for the "Credit memo acct #" field when entering an inventory item using *Items*.

The "Credit memo acct #" for an item is used when posting credit memo transactions using *Inventory*. These credit memo transactions are used to handle goods returned by a customer. The item's credit memo account is credited, and the item's inventory account is debited.

If profit centres are used, and the profit centre is wild-carded, the "Credit memo acct #" is combined with the profit centre for the credit memo transaction in order to obtain the G/L account to be credited.

Enter the main G/L credit memo account, then enter a profit centre or use the option:

Option: **[F1]** to wild-card this account section.

[?] 22. Default adjustment account

The account you enter here is used as the default account used when making an Adjustment type inventory transaction in *Inventory*.

If profit centres are used, and the profit centre is wild-carded, the "default adjustment account" is combined with the profit centre entered while entering the adjustment in order to obtain the G/L account to be credited or debited.

Enter the main G/L adjustment account, then enter a profit centre or use the option:

Option: [F1] to wild-card this account section.

[?] 23. Default B/S inventory account

Each item is assigned a balance sheet inventory account which is used for all postings for that item.

Enter the inventory account (as entered using *Inventory accounts*) which you wish to use as a default for the "Inventory acct #" field when entering an inventory item using *Items*. You should enter the most frequently used inventory account here in order to speed up data entry for items.

[?] 24. B/S liability account

If you are not using Accounts Payable:

Enter the number of the account which is to serve as the balance sheet liability account.

When receivings for an item are posted, the item's balance sheet inventory account is debited and the account you enter here is credited.

This account may be your accounts payable account. However, you should consult with your accountant as to the exact account which should be used for your business.

If you are using Accounts Payable:

Receiving transactions debit the item's inventory account and credit the "B/S liability account" which is entered here.

Later, your vendor will send you an invoice for the receiving and you will enter it into A/P. If you set the expense distribution of the A/P invoice voucher to be the same account which was originally credited at the time of the receivings in I/C (i.e., the "B/S liability account"), the net effect will be to debit inventory and credit accounts payable.

At the time of I/C receiving posting:

- Debit item's B/S inventory account
  - Credit B/S liability account

At the time of A/P voucher posting:

- Debit B/S liability account (as the expense distribution)
  - Credit Accounts Payable

The net effect is:

- Debit Item's B/S inventory account
  - Credit Accounts Payable

At the end of an accounting period, the net amount in the B/S liability account represents inventory which has been received but which has not yet been posted as a payable in A/P. (If all bills are received by the end of a period, this account balance will be zero.) The B/S liability account will also reflect any errors or discrepancies between entries made in I/C and entries made in A/P.

The B/S liability account may be a "clearing account". It can also be a liability account called "Un-invoiced receivings". You should consult with your accountant to determine the exact account to be used.

[?] 25.Cost correction account (average, LIFO, or FIFO)

Enter the number of the account which is to serve as the average or LIFO/FIFO cost correction account.

Cost corrections occur under average cost, LIFO or FIFO if an item's quantity on hand is negative and a later receiving of the item arrives.

When the quantity on hand goes negative, the replacement cost is used in posting, since the LIFO or FIFO cost is no longer known.

When the later receiving arrives, the actual cost of the item's negative quantity on hand becomes known, and any difference between this cost and the cost which was posted while the item was negative is posted to the cost correction account.

At the end of your accounting period, any remaining balance in this account should be charged to the cost of goods sold account.

NOTE: In certain situations, cost correction can also occur when a kit is assembled from components. See the chapter titled *Inventory*.

[?] 25. Purchase variance account (standard cost)

Enter the account number of the account which is to serve as the purchase variance account.

Cost variances occur when an item is purchased at an actual cost which is different from the standard cost specified for the item in the Item file. The amount of any variance is posted to the purchase variance account.

This variance is actually a purchase price variance, and it allows you to assign variance responsibility to the purchasing or sales department within your company.

At the end of an accounting period this purchase price variance must be allocated between cost of goods sold and ending inventory, for financial statement presentation purposes.

See the appendix titled *Standard Costing Valuation* for more details concerning the assignment of responsibility within departments and the transactions involving the purchase variance account.

[?] 26.Cr memo/Adj variance account (standard cost)

If standard cost was selected for the valuation method, enter the number of the account which is to serve as a variance account for credit memos and adjustments.

If LIFO, FIFO, or average cost was selected for the valuation method, this field displays "(Not applicable)" and an entry is not allowed.

27. I/C distribution mode

Enter **D** for Detail or **S** for Summary distribution to the distribution file.
Detail distribution mode places document details in the distribution file to provide a more detailed I/C Distribution Report sorted by document number.

Summary distribution mode summarizes I/C distributions by register only, and the document numbers are not stored as part of the distribution.

It is recommended the detail mode be used until you are satisfied with the results of the Inventory. This option can then be changed to summary mode to reduce the amount of detail (and associated disk space) stored in the distribution file. This will also reduce the amount of data transferred to the General Ledger if that module is being used and distributions are being done in detail.

28.Use weight per items?

Answer **Y** to record a per item weight in the Item file. This weight can then be printed on forms in O/E, P/S or P/I, and total weights for orders calculated.

If you use item weights, then you will be asked for the default weight measure. Enter **KG** or **LB**. This actual unit of measure can be changed when adding or changing an

item.

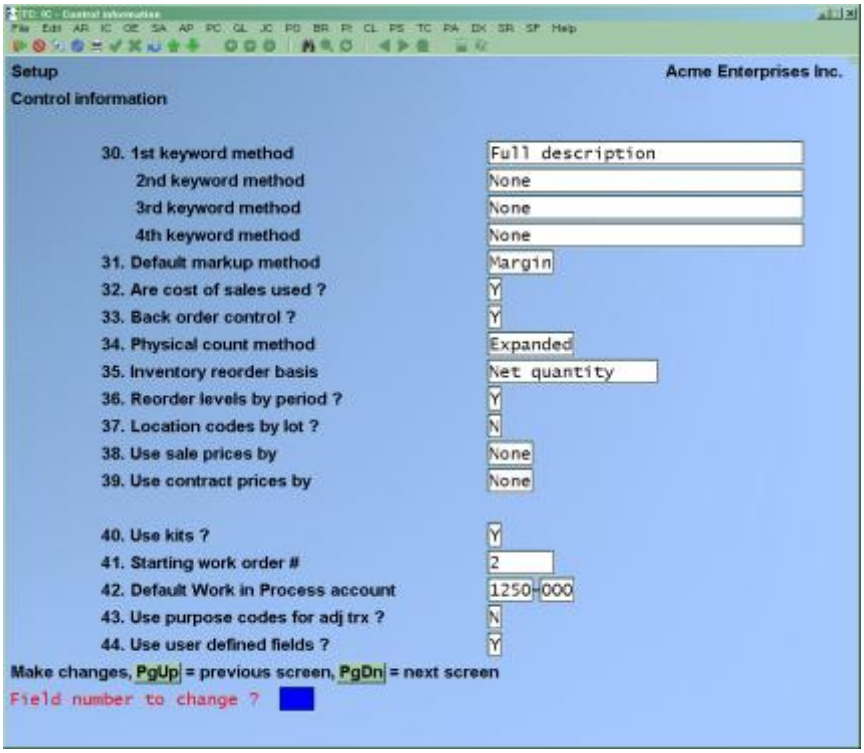
29. Use volume per items?

Answer **Y** to record a per item volume in the Item file. This volume can then be printed on forms in O/E, P/S or P/I, and total volumes for orders calculated.

If you use item volumes, then you will be asked for the default volume measure. Enter **M**, **FT** or **YD**. This actual unit of measure can be changed when adding or changing an item.

Make any changes as usual.

A third screen then appears:



Enter the following:

30. 1st/2nd/3rd/4th keyword method

A keyword is a "word" or piece of information about an item that can be used to search for an item in *View (Items)*, and during the P/S *Tickets (Enter)* selection.

Enter up to four keyword methods to be used when searching for items, in the order in which they will be used. The "1st keyword method" is the default method used to search for the item.

The keyword method choices are:

1 Full description
2 Description line 1
3 Description line 2
4 Sub-category
5 Category/sub-category
6 Vendor product #
7 Vendor #/vendor product #

You can press **[Enter]** to specify "None" for any method.

When *Items* is used to enter or change item information that is used as a keyword method, the item keywords are updated in the Keyword file.

If you select "Full description" as a keyword method, each separate word of 3 or more characters (separated by a space or comma) in either line of an item's description is considered a keyword, and is stored in the Keyword file. Each keyword can then be used to search for the item in the *View (Items)* selection and during P/S ticket entry.

If you change a keyword method after setting up your items, you must run *Rebuild item keywords* on the *File utilities* menu to rebuild the Keyword file. (See Appendix B, titled *File Utilities*, for information on this selection.)

31. Default markup method

Enter **M** for markup or **G** for margin. This defaults the method of entering markup codes using *Markup codes* in the *Setup* menu. Both the markup and margin are displayed while entering the markup codes, and you have an option to switch between the two entry modes.

32. Are cost of sales used?

Answer **Y** if you wish to report on cost of sales in Sales Analysis. If you answer **N**, data pertaining to cost of sales will not be reported in Sales Analysis.

Regardless of your answer here, cost of sales figures are available for viewing and reporting in Inventory. If you have the A/R package, your answer to this question should be the same as it is in the A/R *Control information* selection.

33. Back order control?

Answer **Y** if you wish to use back order control. You must also answer **Y** if you wish to track committed inventory quantities. Answer **N** if you are not using back order control or tracking committed quantities for your items.

If LIFO/FIFO is being used, or if you intend to use serialized items, back order control must be set to **Y**.

Your answer here is used in the formatting of various reports and in setting up items in the *Items* selection.

34. Physical count method

In Inventory, you can perform the physical inventory counting process in one of two ways: the "normal" way or the "expanded" way.

Enter **N** for normal or **E** for expanded.

The "normal" physical count method allows you to print worksheets for the items to be counted using *Reports (Physical count worksheet)*. When the physical count is complete, you must manually calculate and enter adjustments using *Inventory (Enter)* to align the item quantities on hand with the physical count quantities.
If you select "normal", follow the instructions in the chapter titled *Physical Count Worksheet*.

The "expanded" method takes a "picture" of inventory levels for the items to be counted. Physical count worksheets may then be printed for these items with the expected quantities using *Expanded physical count (Worksheet)*. When the physical count is complete, you enter the counted quantities which are then compared to the "picture" inventory levels, and inventory adjustments can be automatically created for the discrepancies. The “expanded” method also permits counted quantities to be imported from a file produced from a hand-held scanning device.

If you select "expanded", follow the instructions in the chapter titled *Expanded Physical Count*.

35. Inventory reorder basis

Inventory allows you to report on items which need to be reordered or that are out of stock in one of two ways: based on "net quantity" or based on "quantity on hand".

Enter **N** for net quantity, or enter **Q** for quantity on hand.

If you select "Net quantity", an item is determined to be below reorder level or out of stock, based on the following formula:

Net quantity = quantity on hand - quantity committed - quantity on back order - quantity on work orders + quantity on order

If you select "Quantity on hand", only the "Quantity on hand" field (in the Item file or Status file) is used to determine if an item needs to be reordered.

Reports that show items which need reordering are the Purchasing Advice Report , Stock Status Report , and Valuation Report .

36. Reorder levels by period?

Answer **Y** if you want to set re-order levels for each period in the item status record.

This is effective for businesses with seasonal buying habits.

37. Location codes by lot?

Answer **Y** if you want to set the locations in your warehouse(s) for each lot as it is received. If you answer **N**, all lot controlled items will be located in one bin for each warehouse.

38. Use sale prices by

A sale price is a price in effect for an item, or a category/sub-category group of items, for a specific period of time.

Enter up to three types of sale prices to be used when selling items through Point of Sale or Billing.

Enter **I** if you intend to set up sale prices by item, **C** for sale prices by item category, and/or **S** for sale prices by item sub-category. Press **[Enter]** for "None" if you do not use sale prices.

An item sale price is a price that applies to a specific item. A category sale price is a price that applies to all items with the same "category". A sub-category sale price is a price that applies to all items with the same "sub-category". (The category and sub-category of an item are defined in the *Items* selection.)

Use the *Sale prices* selection to set up sale prices by item, by category, or by sub-category.

When an item is sold in Point of Sale or Billing, sale prices are used for only the sale price types specified here. In addition, sale prices are printed on the Item Price List and Actual Customer Price List for only the sale price types specified here.

Since the number of types entered here has an effect on system performance during Point of Sale and Billing, you should only specify the sale price types you actually plan to use.

39. Use contract prices by

A contract price is a price in effect for an item or category/sub-category group of items for a specific customer, or a specific item for a group of customers by customer type.

Enter up to three types of contract prices to be used when selling items through Point of Sale or Billing.

Enter **I** if you intend to set up contract prices by item, **C** for contract prices by category, and/or **S** for contract prices by sub-category. Press **[Enter]** for "None" if you do not use contract prices.

An item contract price is a price to a specific customer that applies to a specific item. A category contract price is a price to a specific customer that applies to all items with the same "category". A sub-category contract price is a price to a specific customer that applies to all items with the same "sub-category". (The category and sub-category of an item are defined in the *Items* selection.)

Use the *Contract prices* selection to set up contract prices by item, by category, or by sub-category.

When an item is sold to a customer in Point of Sale or Billing, contract prices are used for only the contract price types specified here. In addition, contract prices are printed on the Actual Customer Price List for only the contract price types specified here.

Since the number of types entered here has an effect on system performance during Point of Sale and Billing, you should only specify the contract price types you actually plan to use.

40. Use kits?

Kits are inventory items which are assembled from other inventory items. Answer **Y** if you assemble kits from items which you stock.

Answer **N** if kit assembly is never used. If you answer **N**, the following menu selections will not be available:

Kits
Kit inventory
Work orders
Completed work orders
View work order history
Where-used report
Kit price/cost report
Incomplete work orders report
Component usage report
Material requirements report
Tracked kit inventory report

If you answer **N**, field numbers 39 and 40 display "Not applicable".

NOTE: You may not change this field when inventory transactions are on file.

41. Starting work order #

(This field displays "Not applicable" if you are not using kits.)

Kits can be assembled by entering, printing, and issuing work orders. Enter the number to be assigned to the next work order entered. Each time a new work order is entered, this number is automatically incremented by 1.

[?] 42. Default Work in Process account

(This field displays "Not applicable" if you are not using kits.)

Enter the usual "work in process" account to which distributions for components items should be posted while a work order is being assembled. This account is used as a default when entering work orders.
The entered account must exist in the Inventory Account file.

43. Use purpose codes for adj trx ?

Answer **Y** if you will be tracking adjusting inventory transactions by the reason the transaction occurred.

44. Use user defined fields?

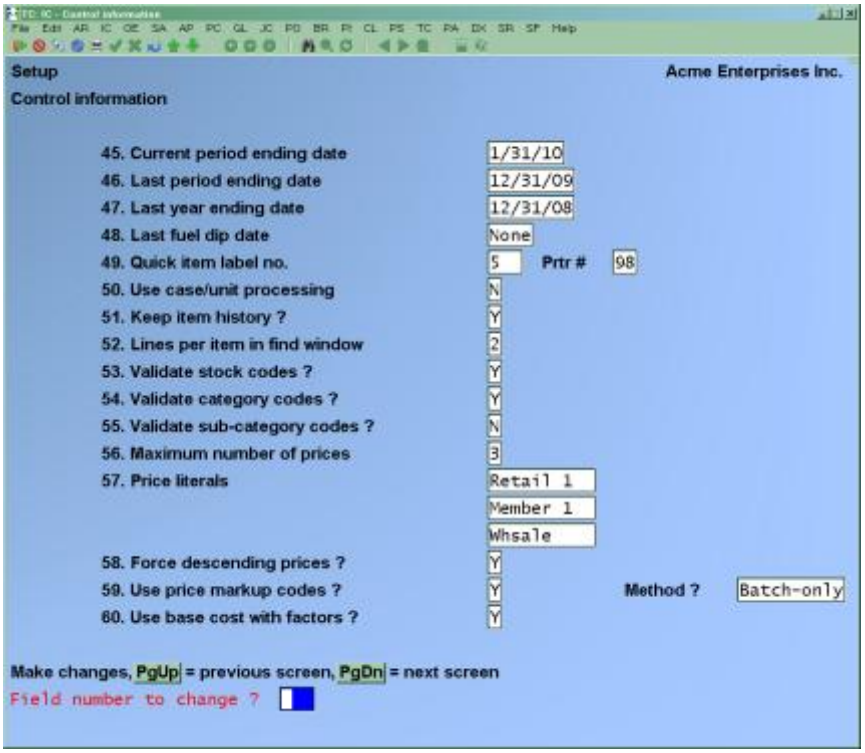
Answer **Y** if you will be using user defined fields to customize your inventory items. I/C allows you to set up to 30 unique user defined fields for data entry. These fields can be viewed using the *Find items* function, and used for generating specific item listings or sophisticated analysis reports in *User defined report* in S/A.

If you answer **Y** to this field the following functions are either added or affected:

- *Setup (User defined fields*) (**new**)
- *Item labels* (**more fields**)
- *Items (Enter)*
- *Items (Print by....)*
- *Find items*

Make changes as usual.

The following screen appears:


Setup
Acme Enterprises Inc.
Control information
45. Current period ending date 1/31/10
46. Last period ending date 12/31/09
47. Last year ending date 12/31/08
48. Last fuel dip date None
49. Quick item label no. 5 Prtr # 98
50. Use case/unit processing N
51. Keep item history ? Y
52. Lines per item in find window 2
53. Validate stock codes ? Y
54. Validate category codes ? Y
55. Validate sub-category codes ? N
56. Maximum number of prices 3
57. Price literals Retail 1
Member 1
Whsale
58. Force descending prices ? Y
59. Use price markup codes ? Y Method ? Batch-only
60. Use base cost with factors ? Y
Make changes, PgUp = previous screen, PgDn = next screen
Field number to change ?

Enter the following information:

45. Current period ending date

This is the ending date of your current accounting period. It is used during transaction posting to determine whether the transaction applies to the current period.

46. Last period ending date
This is the ending date of the last accounting period.

47. Last year ending date

This is the ending date of the last accounting year.

48. Last fuel dip date

(This field applies on to users of the Gas Pump add-on package.)

This the date the last date a fuel dip reading was taken.

49. Quick item label #

50. Use case/unit processing?

(Applies only if Billing is being used with Inventory.)

Answer **Y** if you want the system to track broken cases.

Case/unit processing allows you to track inventory items that are normally stocked and sold by the case but that have been broken down into a smaller unit. When this feature is activated, each inventory item identified as a case item you add will have an identical unit item created automatically with an item number suffix of "U".

Should a case item be broken down the balance of the case will be transferred to the unit item.

For example, item "A" is always sold by the case, however, sometimes a case must be opened up to handle broken stock or to replace a defective product. Should a case of item "A" be broken up, the remaining portion would be transferred to item "A"'s unit item "AU".

Optionally, you might consider using the alternate selling units in the *Item* record to attain a similar result. By having you stocking unit as the lowest common denominator (i.e. EACH), you could sell by the EACH, and have an alternate selling unit of CASE when the item is sold by the CASE.

51. Keep item history?

Answer Y if you want each transaction posted for your inventory items to be kept for historical analysis. Please keep in mind that item history can take up a considerable amount of hard disk space. Be sure you have sufficient space to handle this option (5 times the size of your item file is a good rule of thumb.)

52. Lines per item in find window

Enter the number of item description lines (from 1 - 3) you want to appear in the *Find* window when looking up inventory items.

Using the *Find* window (see the chapters titled *Find* and *Extended Functions Window* in the *System Functions* manual) you can view information on your inventory items. The initial window that appears is a listing of your items in alphabetical order. The number of items that are displayed in this window is dependent on how many description lines are displayed for each item which is set by this field.

53. Validate stocking codes?

Answer **Y** if you want to validate the stocking codes when entering inventory items in the *Enter (Items)* function. Valid stocking codes are entered in *Stock Codes (Setup)*.

54. Validate category codes?

Answer **Y** if you want to validate the category codes when entering in the Item file

using *Enter (Items)*. Valid categories are entered in *Category Codes (Setup)*.

When set to **N** the category field will be a free form text field with no look up or validation capabilities.

55. Validate sub-category codes?

(The field *Validate category codes?* must be set to **Y** in order for this field to be available.)

Answer **Y** if you want the sub-category field in the Item file to use a look up table for validating the data entered. The sub-category will share the same table as the category code.

When set to **N** the sub-category field will be a free form text field with no look up or validation capabilities.

56. Maximum number of prices

Enter the maximum number of prices (from 1 - 9) you wish to display when entering inventory items using the *Enter (Items)* function.

Hint: Only enter the number of prices which you absolutely need for your items. Entering more prices will mean added keystrokes when entering items as you will be leaving the extra price fields blank.

57. Price literals

Enter the description you want displayed for each price level or use the option:

Option: [F1] Default to "Price-#" where # is 1 - 9 depending on the price level.

You will be prompted to enter descriptions only for the number of item prices you told the system you are using in **Maximum number of prices** field; i.e. if you entered 3 price levels, you will be prompted for 3 price level descriptions.

58. Force descending prices?

Answer **Y** if you want the system to force price level 1 to be higher than price level 2, price level 2 to be higher than price level 3, etc.

If you answer **N**, you can enter any price for any price level.

IMPORTANT NOTE: If you are using commissions this field ***must*** be set to **Y**.

59. Use price markup codes?

Answer **Y** if you want to use markup codes.

Markup codes allow percentages to be set up for each price level. These markups are then applied to the item's cost to obtain the new price. (See the chapter titled *Markup Codes* for details on how they work.)

Method ?

Answer **B** (Batch only) if you want to manually run the group price change and/or apply markup code functions.

Answer **A** (Automatic) if you want to have the system automatically update prices when the replacement cost of an item is updated by posting receiving transactions and / or when a user changes it manually in item maintenance. This is in addition to the batch options of updating with the group price change and the apply markup code functions.

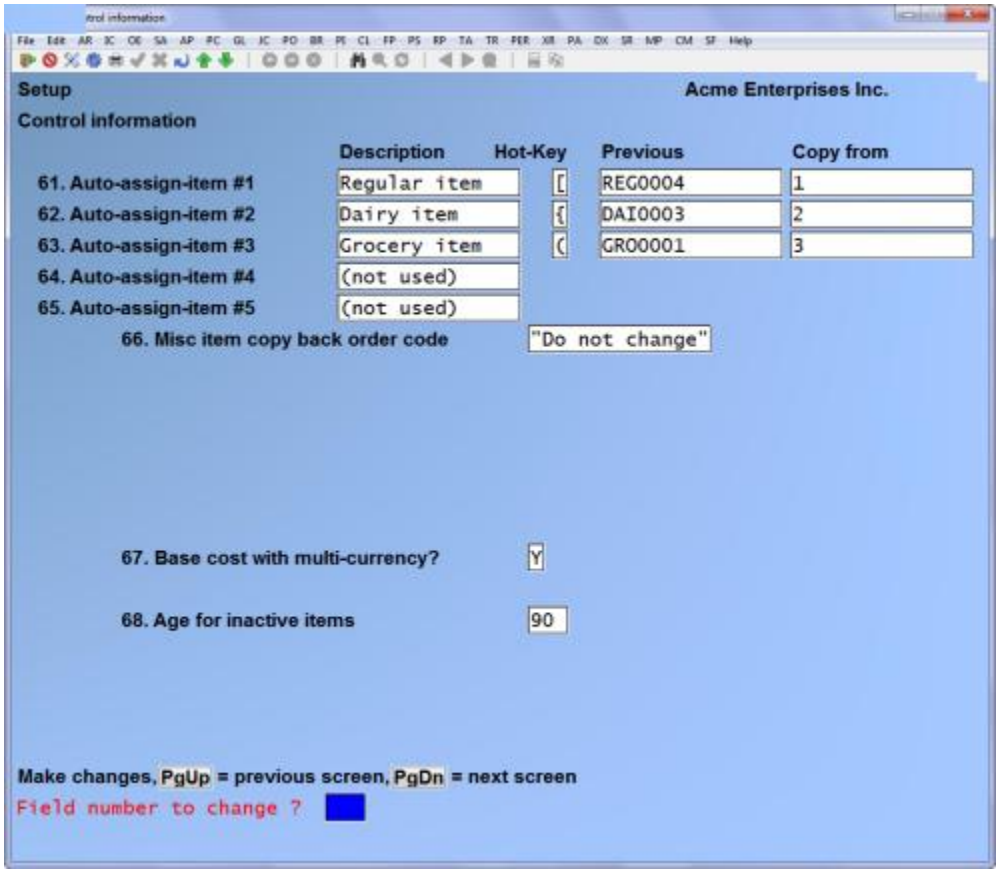
60. Use base cost with factors?

Answer **Y** if you wish to use factor codes and base costs.

Factor codes allow factors to be assigned to an item for determining the "landed cost", or replacement cost based on the item's base cost. The factored amounts are distributed based on the factors set up for the item. (See the chapter titled *Factor Codes* for details on how they work.)

Make any changes as usual.

The following screen is displayed:



Automatically Assign Item Numbers

The item maintenance function now allows you to choose from up to 5 default sequential items numbers when adding a new item.

For each field (you don't need to set up all 5) enter a description (this will show up in the list), a hot key (this applies only if you are using 2 or more different auto assigning item numbers), and then the next item number to assign (this can be alpha-numeric).

When adding a new item you'll now have the option of pressing [**F4**] to automatically assign the next item number. If you have more than 1 auto assign item number, a table will display for you to select the one to use.
From there you can press the hot key you assigned in the *Control information*, or arrow key down and press [**Enter**].

This feature works both when adding an item from scratch and when using the [**F4**] copy function.

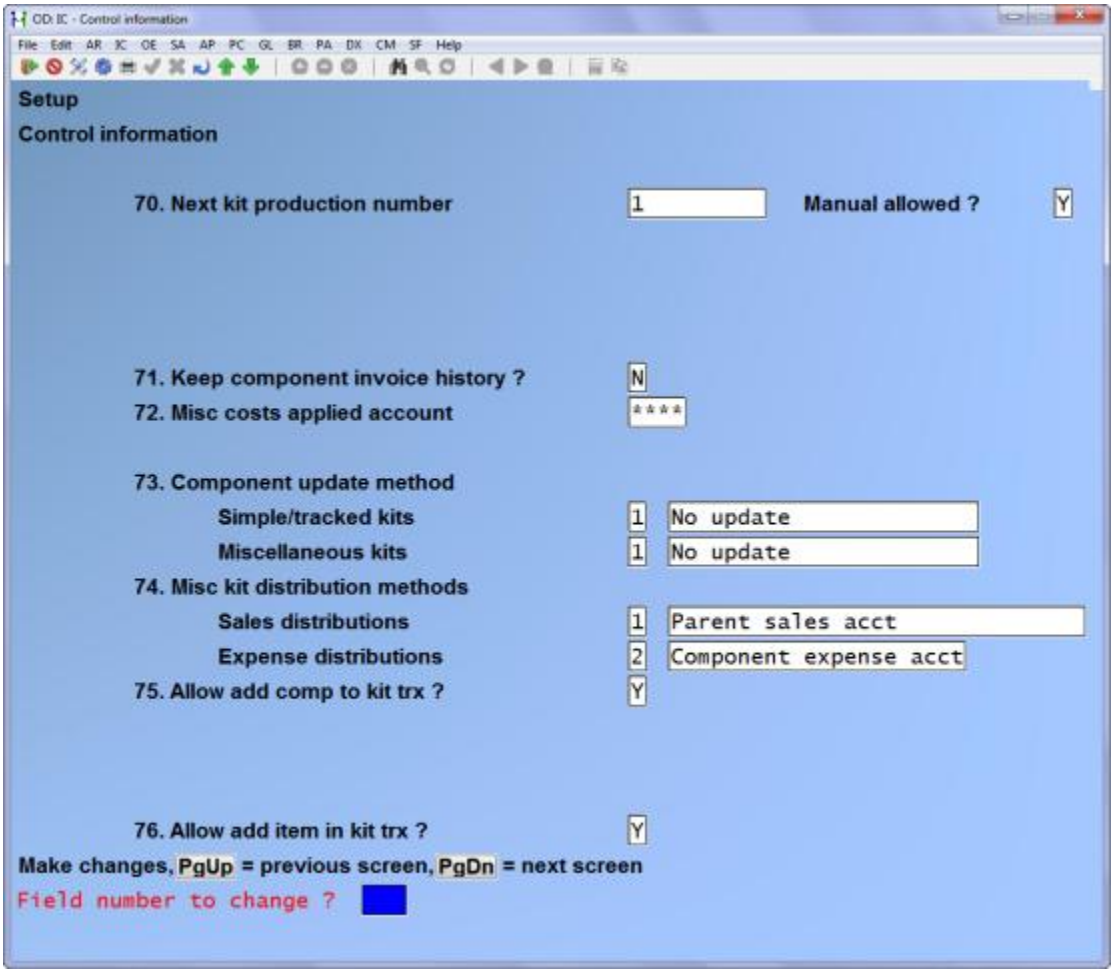
Age for inactive items

This function provides you with the ability to restrict the list of items shown in a look up table (i.e.[F8] >>I) down to just those which are active, just those inactive or both. This is applicable to both the item as a whole and to the individual status

records. The rule for whether an item (or status) is active:

There must be zero in the quantity on-hand, commit, on-order, and on-backorder fields. Also, the last sale date must be more than a user-specified number of days old. If there is no last sale date, then the item is inactive.

Here set the number of days an item must have had no activity for before it becomes inactive in the Age for inactive items field (the default is "Not-used").
You will need to proceed to *Setup ->Stock codes* and set up codes that relate to the new *Status* field.



Next kit production number

If the Kits option is being used, several fields have been added to the 6th page of the ***IC→ F2 → SETUP → CONTROL INFORMATION*** file and need to be set.

These options open up the possibilities of the ***IC → KIT INVENTORY*** options into a simple production module.

The first flag, (Next kit production number) will automatically default to 1 and may be changed at any time.

The next flag, (**Manual allowed?**), controls whether the user is allowed to enter a manual production number at the time of kit entry.

Keep component invoice history ?

Respond with **Y** if you wish to keep component invoice history.

Misc costs applied account

Press [**Enter**] for multiple accounts

Component update method

Options: [1] = no update
[2] = Qty – used PTD/YTD
[3] = Qty – sold PTD/YTD
[4] = Qty – sold, costs PTD/YTD
[5] = Qty – sold, costs + sales PTD/YTD

Misc kit distribution methods

Sales Distributions:
Options: [1] = Parent
[2] = Component by cost ratio
[3] = Component by price ratio

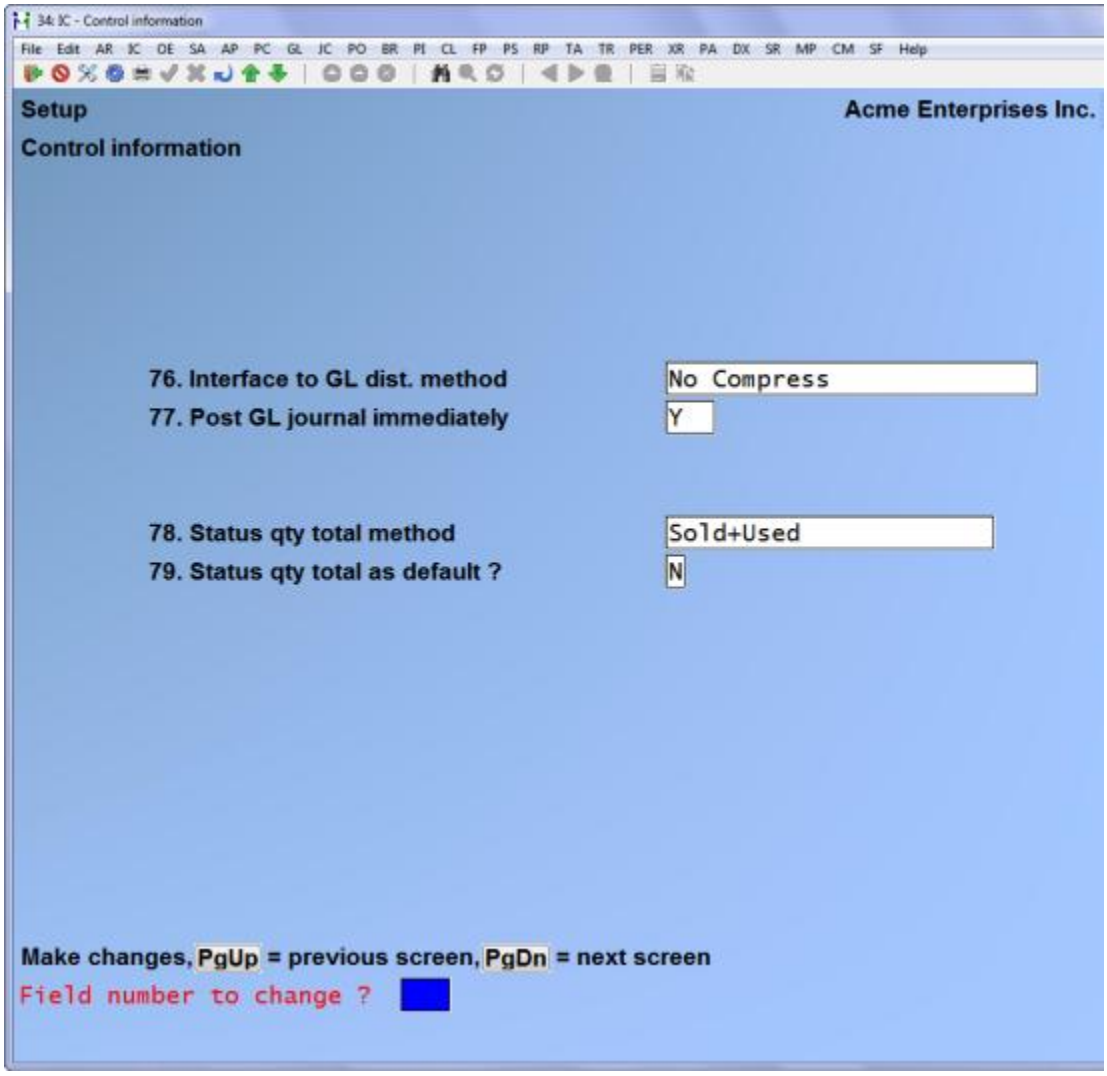
Expense Distributions:
Options: [1] = Parent expense account
[2] = Component expense account

Allow add comp to kit trx?

If users are allowed to add components on the fly to a kit definition (rather than changing the set-up of the kit separately in ***IC → KITS → ENTER***) set this field to [***Y***].

Allow add item in kit trx?

If users are to be allowed to create the kit itself on the fly set this field [***Y***].


34: IC - Control information
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help
Setup
Acme Enterprises Inc.
Control information
76. Interface to GL dist. method
No Compress
77. Post GL journal immediately
Y
78. Status qty total method
Sold+Used
79. Status qty total as default ?
N
Make changes, PgUp = previous screen, PgDn = next screen
Field number to change ?

Auto Post to G/L

You can post distributions to the G/L automatically with these fields

Interface to the G/L dist method:

Options:
- **[P]** to distribute by compressing by period.
- **[D]** to distribute and compress by date.
- **[N]** to distribute but with no compression.
- **[G]** to compress using the G?L accounts compression setting
- **[F1]** to not use the auto-post functionality

Post GL journal immediately:

This option allows you to not only distribute the transactions but also have them posted. Existing journal entries are not affected by this.

Enhanced Status Quantities

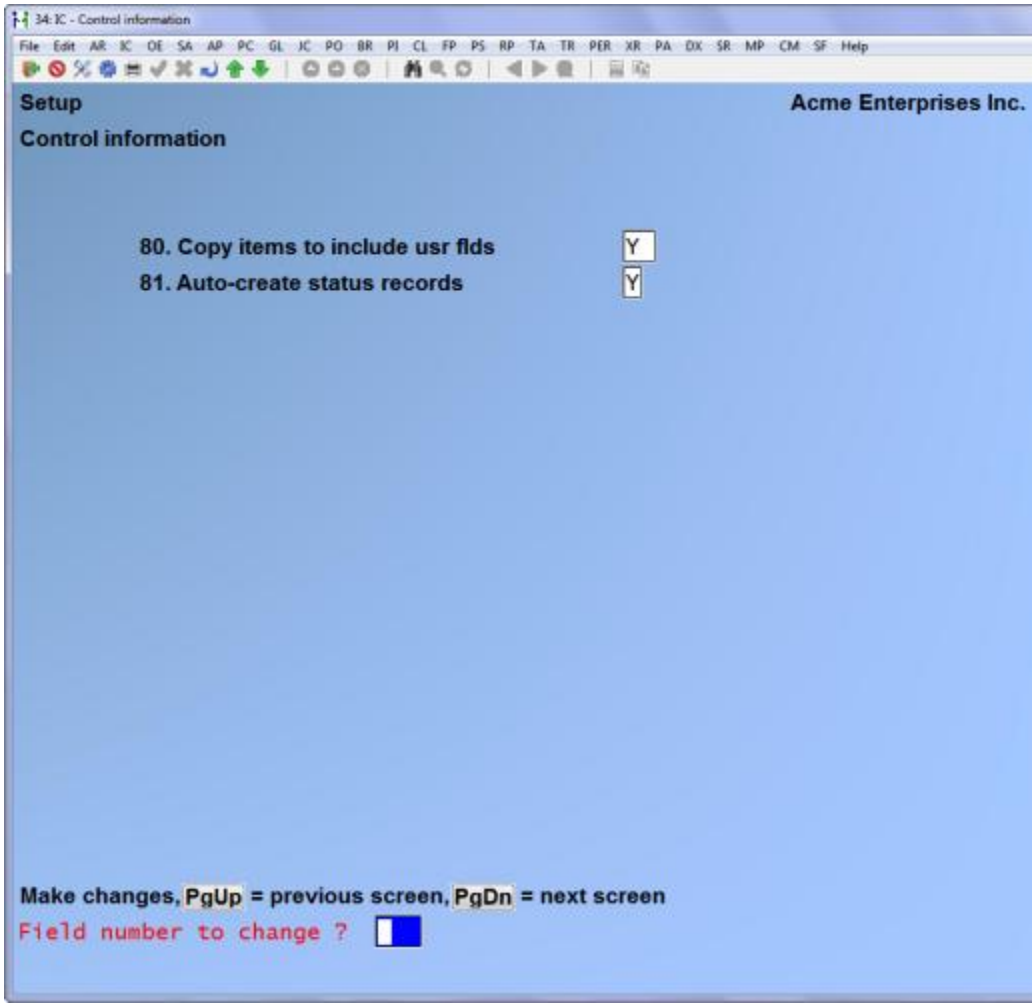
The status function has a total column that can be displayed on the periods screen. To determine how this total column calculates you can enter:

Status qty total method

[**1**] = sold + used or [**2**] = Qty-sold + Qty-used + Qty-scrap – Qty-Returned.

Status qty total as default ?

You can tell the system to display the total by default. This feature is accessed through the *Status* function, selecting an item and going to the third screen. From here you can either press [**F5**] to display the total column or to go back to the traditional view depending on your responsive above.


34: IC - Control information
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help
Setup
Acme Enterprises Inc.
Control information
80. Copy items to include usr flds
Y
81. Auto-create status records
Y
Make changes, PgUp = previous screen, PgDn = next screen
Field number to change ?

Copy items to include user flds

Selecting [**Y**] ensures that when the user uses the Copy Item Function the user defined fields will be copied over to the new item.

Auto-create status records

The item entry function is able to create status records automatically when a new item is added.

Set the flag for ***AUTO-CREATE STATUS RECORDS?*** to [***Y***]. This field will default to [***N***] when upgraded, but [***Y***] during the initial setup of a new company. This field works in conjunction with the warehouse records as set up in ***IC → SETUP → WAREHOUSES → ENTER***.

When [***Y***], and multi-warehousing is turned off, then the [***BLANK***] (central) warehouse record will be created automatically.

When [***Y***], and multi-warehousing is turned on, then only those warehouses that have their auto-create flag set to yes get status records created.

When [***N***], then no auto-creation takes place, regardless of what the warehouse flags are set to.

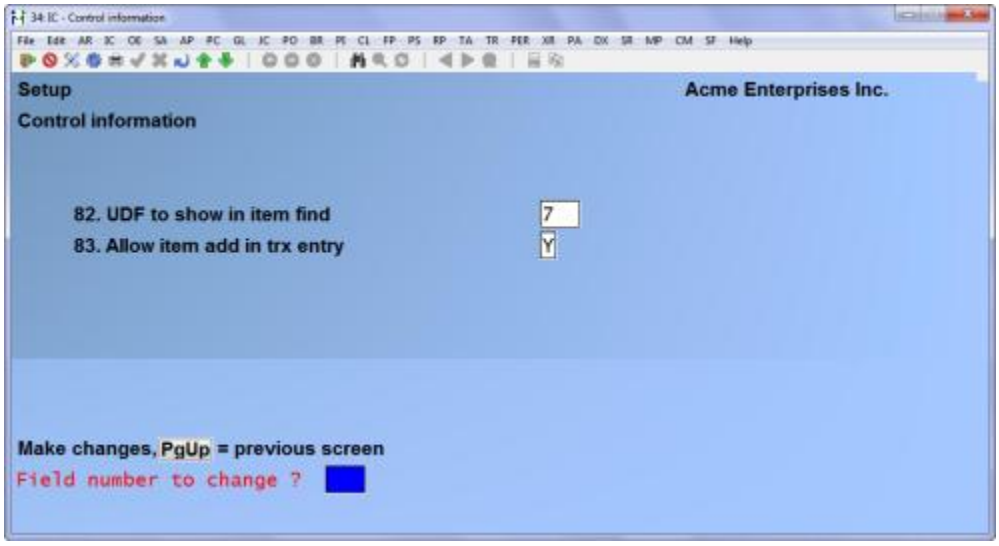
Go to ***IC → SETUP → WAREHOUSES → ENTER*** and set the new flag for ***AUTO-CREATE STATUS RECORDS?*** to [***Y***] for each warehouse for which you wish to have status records automatically created. The default is [***N***]. When the control file flag for auto-create is [***N***], then the literal ****** DISABLED IN CONTROL FILE ****** is displayed next to the auto-create field.

Set the flag for ***DEFAULT FACTOR CODE***. This will be ***NOT APPLICABLE*** if warehouse costing is turned off. If warehouse costing is on, then this will be used during auto-create to set up costs. This field can be left [***BLANK***] for none, or the [***F2***] can be used to set the field to [***ITEM-FACTOR***] so that the factor code of the main item will be used.

Set the flag for ***DEFAULT CURRENCY***. This will be ***NOT APPLICABLE*** if multi-currency is turned off. However, if multi-currency is turned on, this field will load into the status record.

After completing the new item record in ***IC → ITEMS → ENTER***, and before bringing up the window with the status records option the control file will be checked for whether auto-creation is turned on. If it is, then the warehouse records will be checked to see if the auto-create option is on there. If both fields are [***Y***], then the status record will be created.

When creating the status records, all fields are initialized to zero (0), except the currency code and the factor code if those are in use. If multi-warehouse costing is turned on, then the default costs are set from the item record.



UDF to show in item find

This feature allows you to include a User defined field (UDF) and its value in the Zoom window for an item.
Enter the number that co-responds to the UDF on which to search.

Allow item add in trx entry

Y = Activate **N** = de-activate

I/C Quick Entry

You will be prompted "Do you wish to change the item defaults? N". Answer **Y** to setup and/or change the item default settings.

Item defaults speed up the entry of inventory items in the *Items* function by allowing you to enter default values for fields, and skip fields that you do not use. When entering an item the system will fill in fields that rarely change, lock out users from changing or entering a value in a field, and skip past those fields which are not applicable to you; thus reducing the amount of data entry needed and errors made, as well as simplifying the data entry process.

I/C Quick Entry also provides a copy function so that you can create new inventory items using the information from existing items.

Item defaults requires you to set up an inventory item (see the chapter *Items* for how to enter an item) that will be used as a template. When setting up the item defaults, any field you flag as either **D** (default), **S** (skip), or **I** (ignore), will draw the default value from the template item.

For example, let's say all of your inventory items use the same G/L accounts for inventory, expenses, sales, etc. Before setting the item defaults, you would first set up a template inventory item (usually a miscellaneous item [item number begins with an *]) with your standard G/L accounts in the *Items* function. Next, using the instructions outlined below, you would set the G/L account fields to **S** (skip) or **I** (ignore). When adding new inventory items the G/L account fields will be skipped over, defaulting to the values from your template item.

WARNING: Avoid using an inventory item that has a quantity on hand or committed as your template item, since these quantity values will be passed as the defaults to your new items as well.

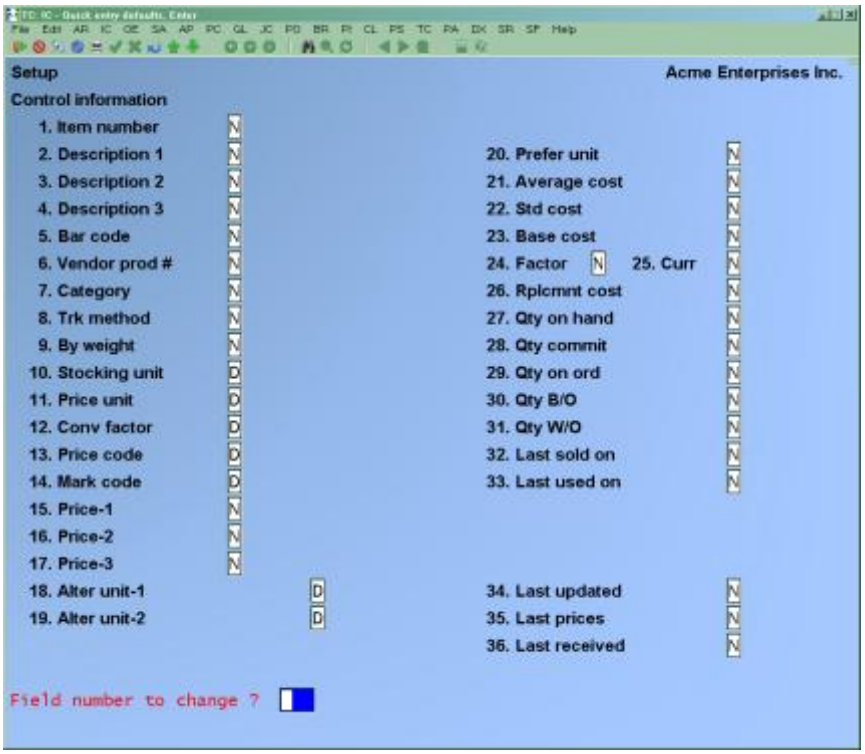
Should you want to change the default value when adding new items, simply edit the "template item" using the *Items (Enter)* function.

You will be prompted with the following:

[?] Enter item no used for default reference =

Enter the inventory item you wish to use as your "template item". When adding new inventory items, all fields on the next four screens that are set to **D**, **S**, or **I** will default to the value in the field from the template item.

A screen similar to the following will appear:



Each field on this screen (and the three following it) can be set to one of these values:

N **Normal....** No default value or special handling (template item value is ignored). This setting is recommended for all quantity fields; i.e. qty-on-hand, qty-committed etc.

D **Default....** This sets the field as default so that you only have to press **[Enter]** to accept the value from the template item. When a new item is being added, each field set to **D** will default to the value of your template item. You can then press **[Enter]** to accept the default, or make any necessary changes.

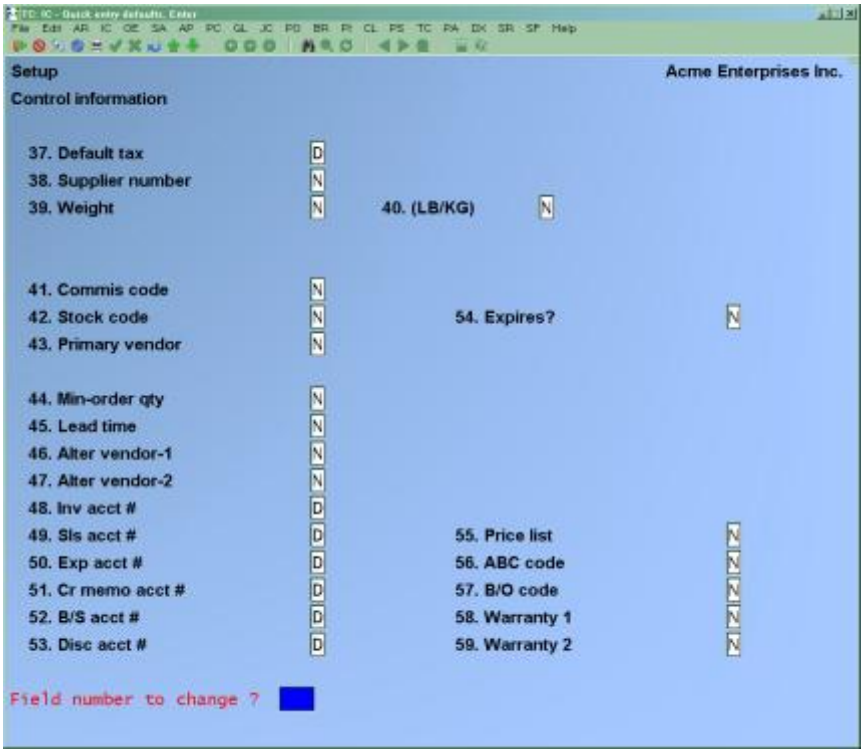
S **Skip....** This is very similar to the Default flag except that the field is skipped when an item is being added. The field may be changed, but only at the "Field number to change?" prompt.

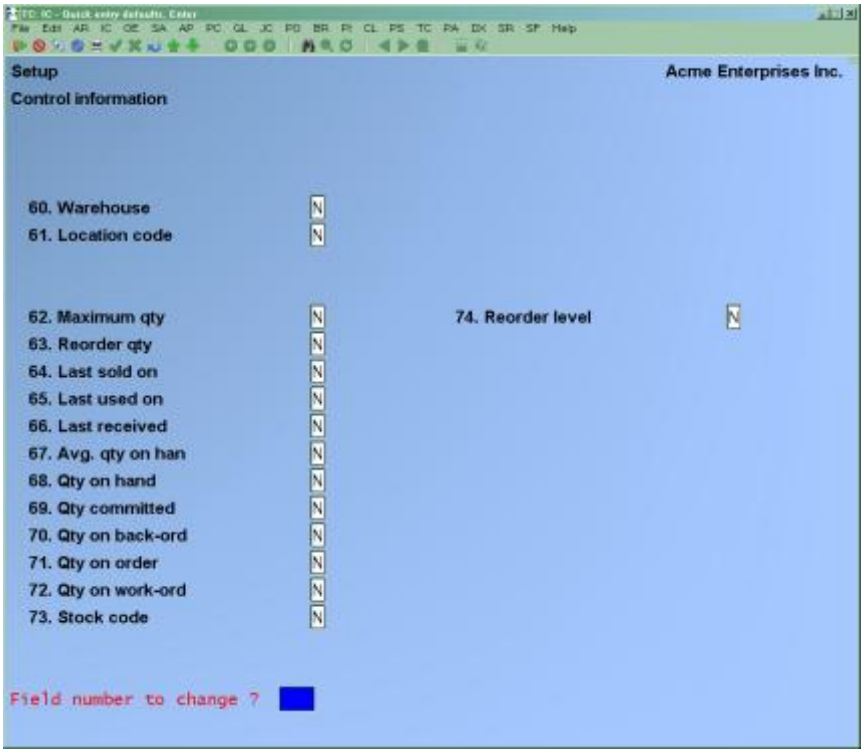
I **Ignore....** This is very similar to the Skip flag except that no overriding entry is possible for this field.

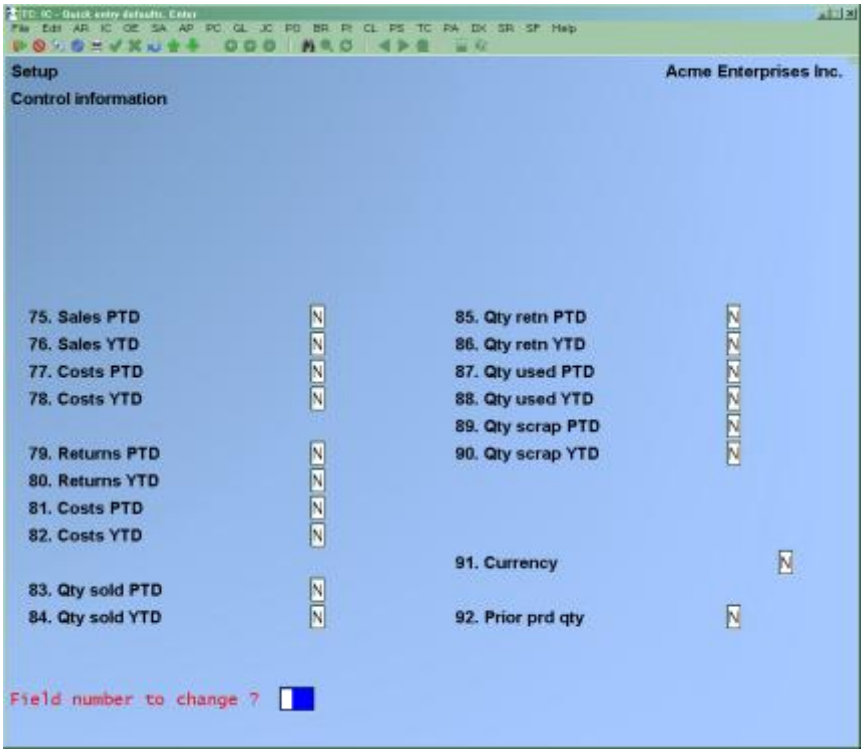
Note that the following field is treated slightly differently for setting Item Defaults:

1. Item number Can only be set to type **N** or **D**.

After you have completed setting the item defaults for the first screen, press **[Enter]** at "Field number to change?" Enter defaults for the following 3 screens the same way as the first:


Setup
Acme Enterprises Inc.
Control information
37. Default tax D
38. Supplier number N
39. Weight N
40. (LB/KG) N
41. Commis code N
42. Stock code N
43. Primary vendor N
54. Expires? N
44. Min-order qty N
45. Lead time N
46. Alter vendor-1 N
47. Alter vendor-2 N
48. Inv acct # D
49. Sls acct # D
50. Exp acct # D
51. Cr memo acct # D
52. B/S acct # D
53. Disc acct # D
55. Price list N
56. ABC code N
57. B/O code N
58. Warranty 1 N
59. Warranty 2 N
Field number to change ?


Setup
Acme Enterprises Inc.
Control information
60. Warehouse N
61. Location code N
62. Maximum qty N
63. Reorder qty N
64. Last sold on N
65. Last used on N
66. Last received N
67. Avg. qty on han N
68. Qty on hand N
69. Qty committed N
70. Qty on back-ord N
71. Qty on order N
72. Qty on work-ord N
73. Stock code N
74. Reorder level N
Field number to change ?


Setup
Acme Enterprises Inc.
Control information
75. Sales PTD N
76. Sales YTD N
77. Costs PTD N
78. Costs YTD N
79. Returns PTD N
80. Returns YTD N
81. Costs PTD N
82. Costs YTD N
83. Qty sold PTD N
84. Qty sold YTD N
85. Qty retn PTD N
86. Qty retn YTD N
87. Qty used PTD N
88. Qty used YTD N
89. Qty scrap PTD N
90. Qty scrap YTD N
91. Currency N
92. Prior prd qty N
Field number to change ?

Make any changes as usual. The *Setup* menu is then displayed.

Changing Valuation Methods

If you need to change your inventory valuation method, see the appendix titled

Changing Inventory Valuation or Warehousing Methods.

Restoring a Lost or Corrupted I/C Control File

In the event that the I/C Control file is accidentally deleted or lost due to some other reason and cannot be restored from a previous backup, it must be recreated before continuing with any other I/C functions.

First, refer to the appendix titled *Initializing Data Files*, and select the I/C Control file as the file to be initialized (skip all others). Then select *Control information* from the I/C menu. Enter the desired options.

When recreating a lost I/C Control file, it is essential to enter the inventory valuation and warehousing methods exactly as they were before the I/C Control file was lost. To do otherwise is the same as changing inventory valuation methods, without following the proper guidelines. (These guidelines are covered in the appendix titled *Changing Inventory Valuation or Warehousing Methods*.) After recreating the I/C Control file, run the *Data integrity check* selection to reset the integrity values.

Chapter 7

Warehouses

(If you are not using multi-warehousing, skip this chapter entirely, as the *Warehouses* selection will not be available.)

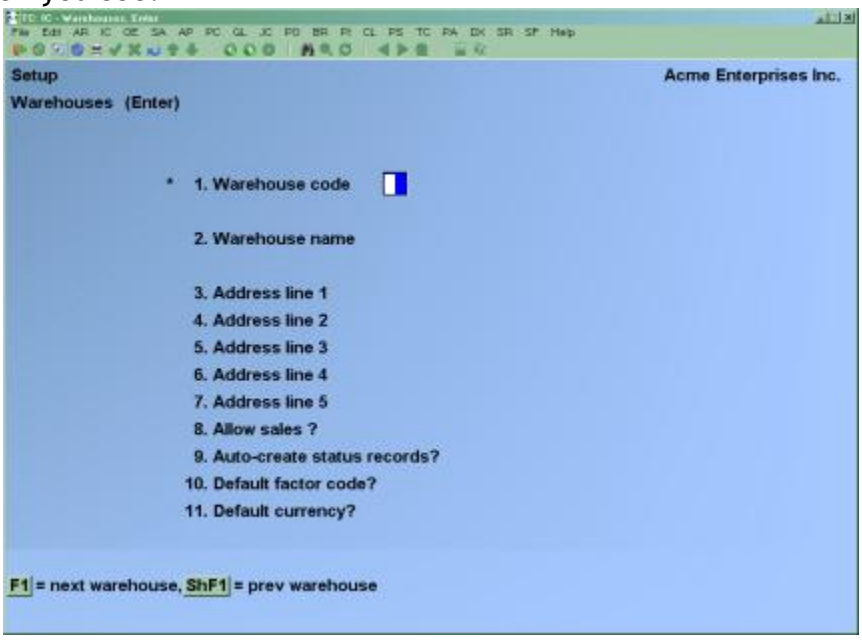
If you selected multi-warehousing, use this selection to designate valid warehouses. When using I/C, you can make entries only for warehouses which are defined here.

To Begin

From the I/C menu, press **[F2]** to go to the second screen, and select *Setup*. From the *Setup* menu, select *Warehouses*. From the *Warehouses* menu, select *Enter*.

Entering Warehouses

This is the screen you see:



From this screen, you can work with both new and existing warehouses. If a warehouse has already been entered for the warehouse code you specify, it appears and is available for changes or deletion.

Enter the information as follows:

[?] *1. Warehouse code

Enter a warehouse code, or use the option:

Option: **[Enter]** to designate this warehouse as the "Central" warehouse

[F1] To scan through the warehouses on file

NOTE: If you designate a "Central" warehouse, you are able to default to it (by pressing **[Enter]**) during many I/C selections. Otherwise, you have to enter a warehouse code in those selections.

2. Warehouse name

Enter a name that describes the warehouse.

3.-7. Address lines 1 - 5

Enter the address lines for the warehouse. The first line of the address is usually your company name.

8. Allow sales?

(This field is applicable only if you are using Billing, Point of Sale, Professional Invoicing, or Sales Management Solutions.)

Answer **Y** if you want the ability to sell product from this warehouse.

If you set this field to **N**, product that is stocked in this warehouse cannot be sold. For example, you have a warehouse set up for your show-room, however, you do not want stock in that warehouse available for resale.

Make changes as usual.

Auto-create status records ?

Go to ***IC → SETUP → WAREHOUSES → ENTER*** and set the new flag for ***AUTO-CREATE STATUS RECORDS?*** to [***Y***] for each warehouse for which you wish to have status records automatically created. The default is [***N***]. When the control file flag for auto-create is [***N***], then the literal ****** DISABLED IN CONTROL FILE ****** is displayed next to the auto-create field.

Deleting a Warehouse

At the "Field number to change?" prompt, select the option:

[F3] To delete the warehouse code

A warehouse can only be deleted if there are no items loaded in the warehouse (ie. There are no status records for the warehouse).

Printing a List of Warehouses

From the *Setup (Warehouses)* submenu, select *Print*.

Chapter 8

Price Codes

(If you are not using Point of Sale, Billing, Professional Invoicing, or Sales Management Solutions, you may skip this chapter.)

Use this selection to enter price codes in the I/C Codes file. Price codes come into use if Point of Sale, Billing, Professional Invoicing, or Sales Management Solutions is used with Inventory.

The use of price codes is optional.

You can use this selection to define the price codes that will be associated with individual items. These codes allow you to devise a more sophisticated price structure than simply using the primary price of an item. There are eight types of price structures available, each defined by a different price code type.

When a ticket is entered in P/S, an order is entered in O/E, or an invoice is entered in P/I, the price of an item on the ticket, order, or invoice will be calculated automatically, based upon the calculation method specified in the item's price code. The calculated price will display, and you will have the option of accepting it or entering a different price.

In P/S and O/E, additional pricing options are available by using multi-warehouse pricing, sale prices, and contract prices. These options are described in the chapter titled Prices.

In P/S, O/E, and P/I, the customer's trade discount may be applied in addition to the discount specified by a price code.

This chapter refers to "Price-1" through "Price-9". These are the maximum number of prices that can be assigned to an inventory item. Prices do not have to be in descending order (with Price-1 being the highest) unless specified in the I/C Control file (see the chapter titled *Control information*).

You will also see references made to "Average cost", "Standard cost", "Base cost" and "Replacement cost". These are the costs which are retained for an inventory item.

Refer to the chapter titled Items for a further explanation of these prices and costs.

CAUTION: You should not delete a price code unless you are sure that it is not currently used for any inventory items.

Price Levels

As you already know, Inventory allows you to define the number of prices and their respective descriptions through the *Control information* function (see chapter 6 for further details). For example purposes, however, we will only be using 3 price levels.

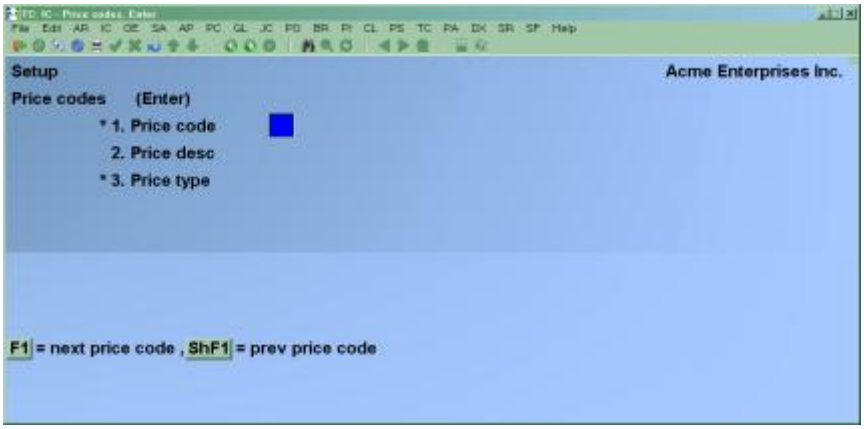
The number of prices you setup in *Control information* will also determine the number of price level fields displayed when setting up price codes. For example, if you configure I/C to support 5 price levels, only 5 price levels will appear on the screen.

To Begin

From page 2 of the I/C menu, select *Setup*. Then from the *Setup* menu, select *Price codes*. Select *Enter* from the *Price codes* submenu.

Entering Price Codes

The following screen appears:


Setup
Acme Enterprises Inc.
Price codes (Enter)
* 1. Price code
2. Price desc
* 3. Price type
F1 = next price code , ShF1 = prev price code

From this screen you can work with both new and existing price codes. If information has already been entered for the price code you specify, it appears and is available for changes or deletion.

Enter the information as follows:

[?] * 1. Price code

Enter the price code or use the option:
Option: [F1] To scan through the price codes on file

2. Price desc

Enter a description for this particular price code.

*** 3. Price type**

The price type defines which of the eight available price structures will be used by this price code. To select one, enter its number.

A prompt displays at the bottom of the screen to remind you of the eight types of price structures available. The eight types of price structures are:

Type and Meaning

1 = *Discount by quantity ordered*. The item's price basis (specified in field number 4) is discounted according to the quantity ordered.

2 = *Discount by customer type*. The item's price basis is discounted according to the customer's type.

3 = *Discount by quantity ordered within customer type*. The item's price basis is discounted according to the customer's type and, for each customer type, according to the quantity ordered.

4 = *Mark up by quantity ordered*. The item's price basis is marked up according to the quantity ordered.

5 = *Mark up by customer type*. The item's price basis is marked up according to the customer's type.

6 = *Mark up by quantity ordered within customer type*. The item's price basis is marked up according to the customer's type and, for each customer type, according to the quantity ordered.

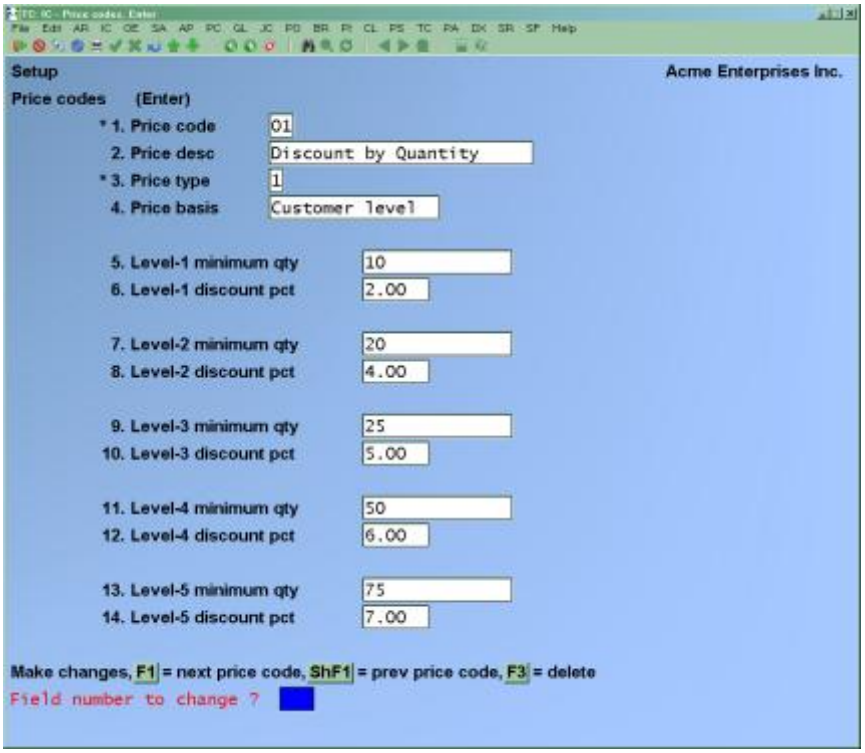
7 = *Pick price-1 through price-9 by quantity ordered*. The price is selected from the prices entered in the Item file (price-1, price-2, price-3, price-4 etc.) according to the quantity ordered.

8 = *Pick price-1 through price-9 by customer type*. The price is selected from the prices entered in the Item file (price-1, price-2, price-3, price-4 etc.) according to the customer's type.

The appearance of the rest of the screen depends on which price type is entered. The screens for each price type are explained on the following pages.

Type 1 - Discount by Quantity Ordered

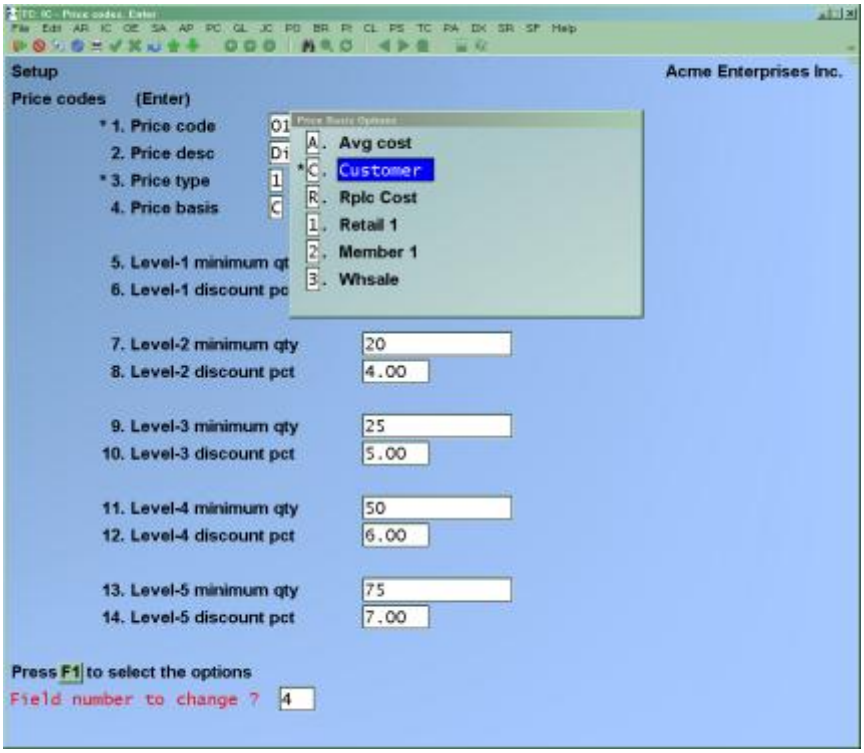
If you select pricing type, the following screen is displayed:


Setup
Acme Enterprises Inc.
Price codes (Enter)
* 1. Price code 01
2. Price desc Discount by Quantity
* 3. Price type 1
4. Price basis Customer level
5. Level-1 minimum qty 10
6. Level-1 discount pct 2.00
7. Level-2 minimum qty 20
8. Level-2 discount pct 4.00
9. Level-3 minimum qty 25
10. Level-3 discount pct 5.00
11. Level-4 minimum qty 50
12. Level-4 discount pct 6.00
13. Level-5 minimum qty 75
14. Level-5 discount pct 7.00
Make changes, F1 = next price code, ShF1 = prev price code, F3 = delete
Field number to change ?

Enter the following information:

4. Price basis

Press **[F1]** to display the following list:


Setup
Acme Enterprises Inc.
Price codes (Enter)
* 1. Price code 01
2. Price desc D1
* 3. Price type 1
4. Price basis C
A. Avg cost
C. Customer
R. Rplc Cost
1. Retail 1
2. Member 1
3. Whsale
5. Level-1 minimum qt
6. Level-1 discount pc
7. Level-2 minimum qty 20
8. Level-2 discount pct 4.00
9. Level-3 minimum qty 25
10. Level-3 discount pct 5.00
11. Level-4 minimum qty 50
12. Level-4 discount pct 6.00
13. Level-5 minimum qty 75
14. Level-5 discount pct 7.00
Press F1 to select the options
Field number to change ? 4

Enter the code corresponding to the price or cost to be used as a base for this price code. Your choices are:

1 Price-1 **A** Average cost
2 Price-2 **C** Customer cost
3 Price-3 **R** Replacement cost

9 Price-9

"Standard cost" appears only if you are using the standard cost valuation method.

Enter the quantities and discounts for field numbers 5-26 as shown below. Minimum quantities must be in increasing order (level-2 larger than level-1, level-3 larger than level-2, etc.)

5. Level-1 minimum qty

Enter the minimum quantity that must be ordered to qualify for the level-1 discount percentage (entered in field number 6).

6. Level-1 discount pct

Enter the discount percentage that applies to orders with an item quantity at least as large as specified in field number 5.

7. Level-2 minimum qty

Enter the minimum quantity that must be ordered to qualify for the level-2 discount percentage specified in field number 8.

8. Level-2 discount pct

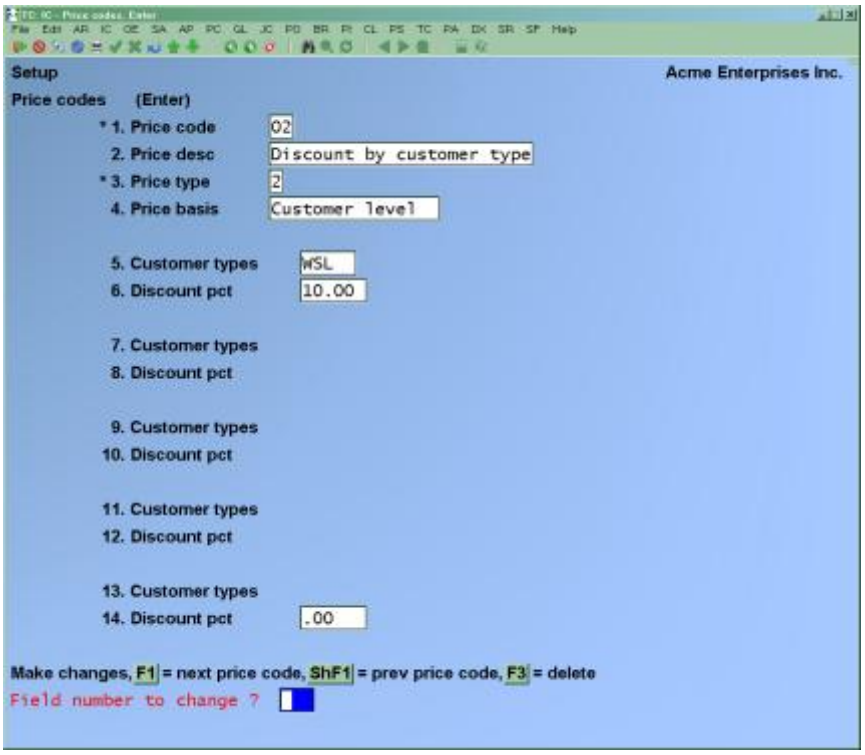
Enter the discount percentage.

Data entry in the remaining fields is identical to the previous fields explained above.

Make any changes as usual.

Type 2 - Discount by Customer Type

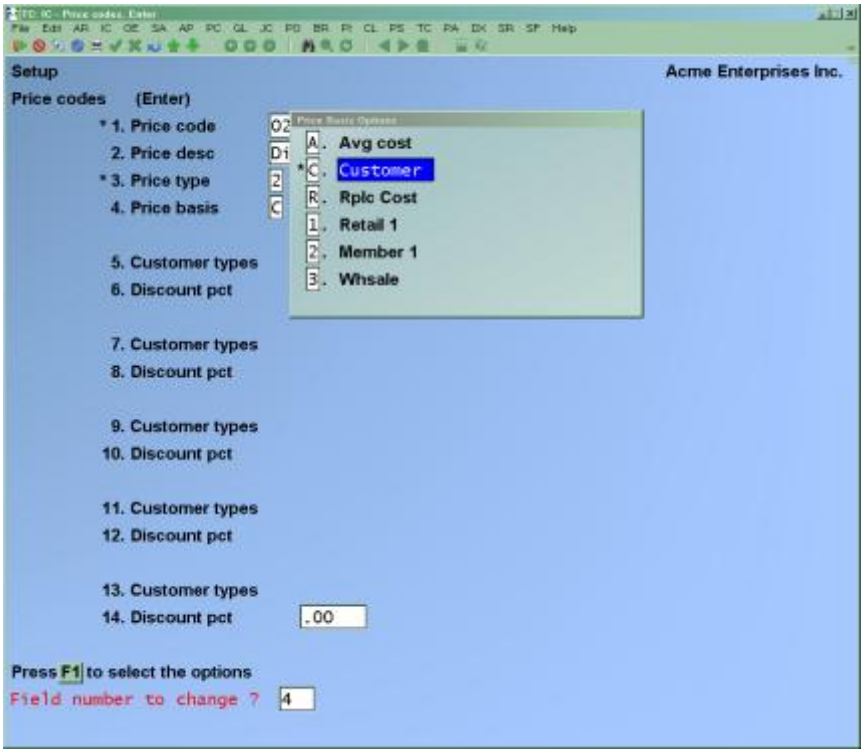
If you select pricing type **2**, the following screen is displayed:


Setup
Acme Enterprises Inc.
Price codes (Enter)
* 1. Price code 02
2. Price desc Discount by customer type
* 3. Price type 2
4. Price basis Customer level
5. Customer types WSL
6. Discount pct 10.00
7. Customer types
8. Discount pct
9. Customer types
10. Discount pct
11. Customer types
12. Discount pct
13. Customer types
14. Discount pct .00
Make changes, F1 = next price code, ShF1 = prev price code, F3 = delete
Field number to change ?

Enter the information as follows:

4. Price basis

Press **[F1]** to display the following list:



Enter the code corresponding to the price or cost to be used as a base for this price code. Your choices are:

1 Price-1 **A** Average cost
2 Price-2 **S** Standard cost
3 Price-3 **R** Replacement cost
C Customer
9 Price-9

Enter the information for field numbers 5 through 14 as follows:

5. Customer types

Enter up to five customer types. Press **[Enter]** after entering each customer type to advance the cursor for entry of the next type.

If you press **[Enter]** twice in a row without entering a type, or if you press **[Enter]** after entering five types, the cursor advances to the next field (field number 6).

All the customer types entered here will receive the discount percentage entered in the next field (field number 6) when the customer orders those items that specify this price code.

6. Discount pct

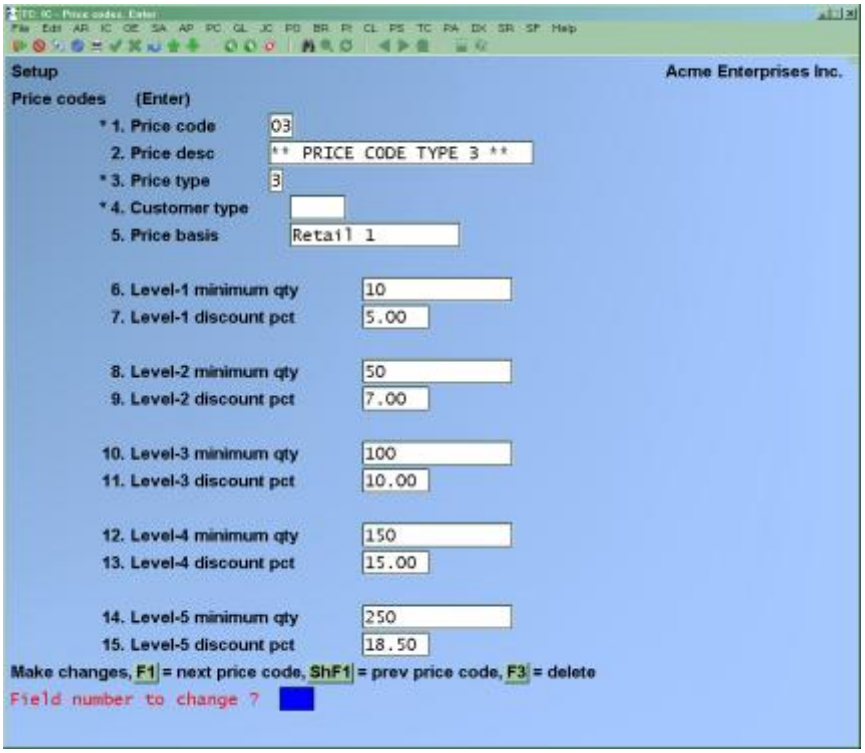
Enter the discount percentage that applies to all the customer types specified in field number 5 above, or press **[Enter]** to default to 0% discount.

The remaining eight fields on the screen (field numbers 7 through 14) are grouped in pairs: 7 and 8, 9 and 10, 11 and 12, 13 and 14.

The first field of each pair allows you to enter up to five customer types as in field number 5. The second field allows you to enter the discount percentage to be applied to each customer type named in the preceding "Customer types" field.

Type 3 - Disc by Ord Qty for Cus Type

If you select pricing type **3**, the following screen is displayed:


Setup
Acme Enterprises Inc.
Price codes (Enter)
* 1. Price code 03
2. Price desc ** PRICE CODE TYPE 3 **
* 3. Price type 3
* 4. Customer type
5. Price basis Retail 1
6. Level-1 minimum qty 10
7. Level-1 discount pct 5.00
8. Level-2 minimum qty 50
9. Level-2 discount pct 7.00
10. Level-3 minimum qty 100
11. Level-3 discount pct 10.00
12. Level-4 minimum qty 150
13. Level-4 discount pct 15.00
14. Level-5 minimum qty 250
15. Level-5 discount pct 18.50
Make changes, F1 = next price code, ShF1 = prev price code, F3 = delete
Field number to change ?

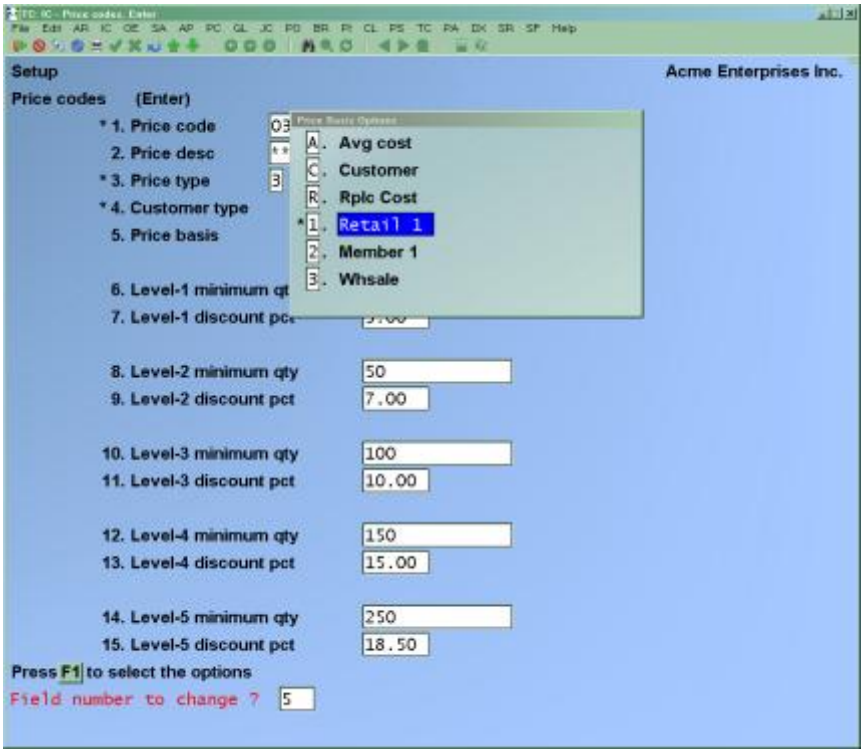
Enter the information as follows.

4. Customer type

Enter the customer type. You may set up discount structures for as many different customer types as you want for this one price code. You cannot use a blank customer type.

5. Price basis

Press **[F1]** to display the following list:



Enter the code corresponding to the price or cost to be used as a base for this price code. Your choices are:

1 Price-1 **A** Average cost
2 Price-2 **S** Standard cost
3 Price-3 **R** Replacement cost
C Customer
9 Price-9

"Standard cost" appears only if you are using the standard cost valuation method.

6. Level-1 minimum qty

Enter the minimum quantity that must be ordered to qualify for the level-1 discount percentage. Quantities must be in ascending order.

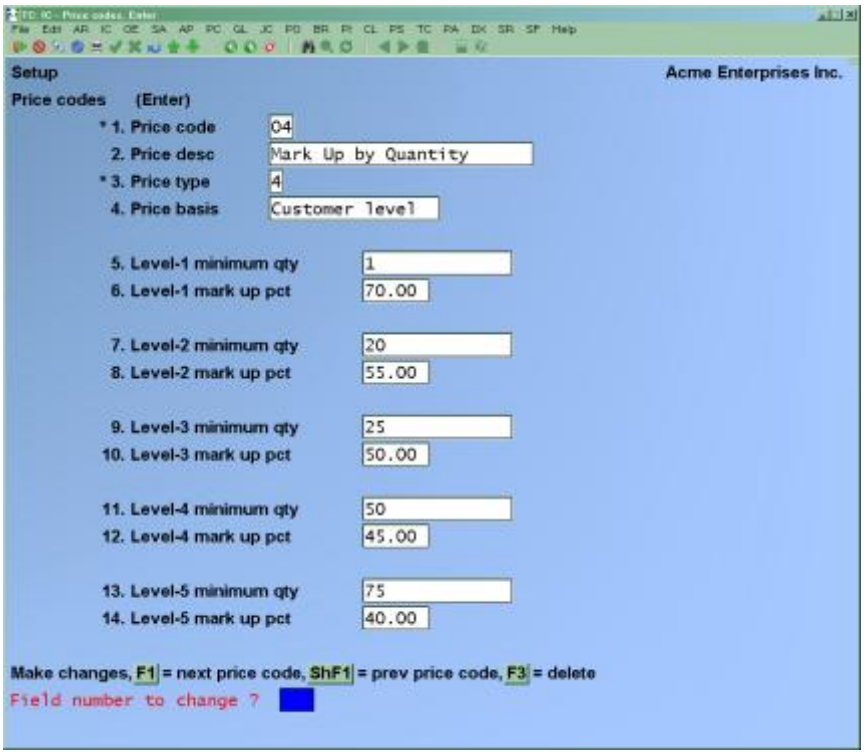
Format: 99,999,999.999

7. Level-1 discount pct

Enter the discount percentage that applies to quantities of at least the amount specified in field number 6.

Type 4 - Mark Up by Quantity Ordered

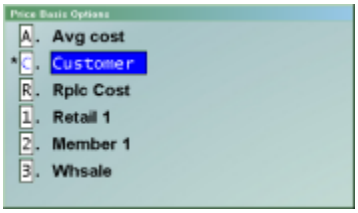
If you select pricing type **4**, the following screen is displayed:


Setup
Acme Enterprises Inc.
Price codes (Enter)
* 1. Price code 04
2. Price desc Mark Up by Quantity
* 3. Price type 4
4. Price basis Customer level
5. Level-1 minimum qty 1
6. Level-1 mark up pct 70.00
7. Level-2 minimum qty 20
8. Level-2 mark up pct 55.00
9. Level-3 minimum qty 25
10. Level-3 mark up pct 50.00
11. Level-4 minimum qty 50
12. Level-4 mark up pct 45.00
13. Level-5 minimum qty 75
14. Level-5 mark up pct 40.00
Make changes, F1 = next price code, ShF1 = prev price code, F3 = delete
Field number to change ?

Enter the information for field numbers 5-14 as follows:

4. Price basis

Press **[F1]** to display the following list:



Enter the code corresponding to the price or cost to be used as a base for this price code. Your choices are:

1 Price-1 **A** Average cost
2 Price-2 **S** Standard cost
3 Price-3 **R** Replacement cost
C Customer
9 Price-9

"Standard cost" appears only if you are using the standard cost valuation method.

5. Level-1 minimum qty

Enter the minimum quantity that must be ordered to qualify for the level-1 mark up

percentage you will enter in field number 6. Quantities must be in ascending order.

6. Level-1 mark up pct

Enter the mark up percentage that applies to orders with an item quantity at least as large as that specified in field number 5.

7. Level-2 minimum qty

Enter the minimum quantity that must be ordered to qualify for level-2 mark up percentage specified in field number 8.

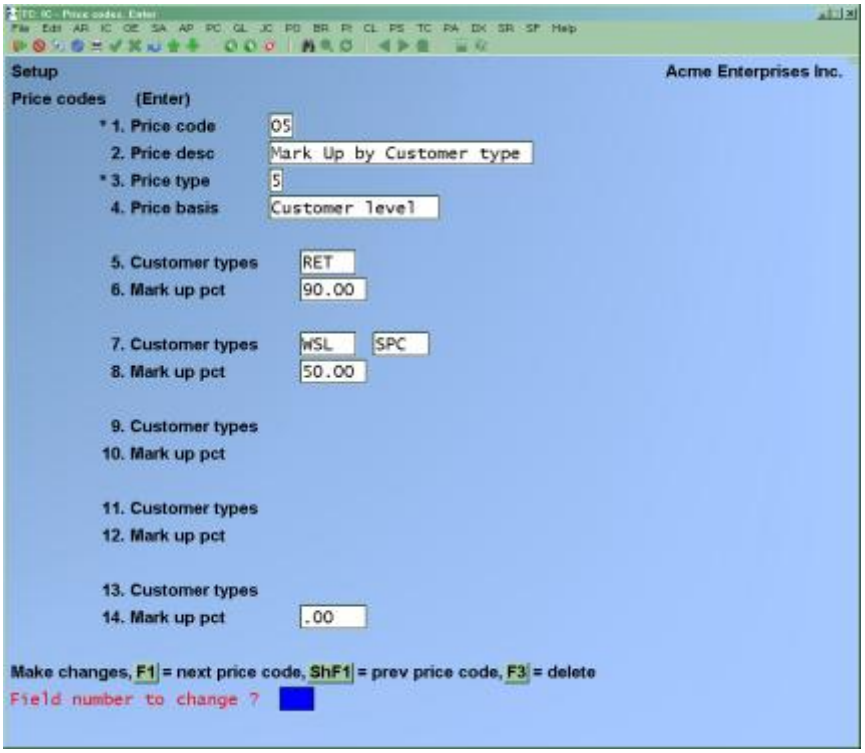
8. Level-2 mark up pct

Enter the mark up percentage.

Similarly, the remainder of the screen consists of pairs of fields, the first of which contains the minimum quantity for a particular mark up level, and the second of which contains the mark up percentage associated with that level.

Type 5 - Mark Up by Customer Type

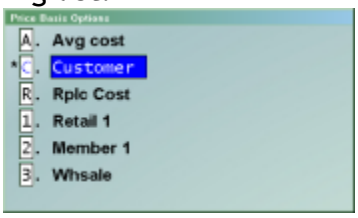
If you select pricing type **5**, the following screen is displayed:


Setup
Acme Enterprises Inc.
Price codes (Enter)
* 1. Price code 05
2. Price desc Mark Up by Customer type
* 3. Price type 5
4. Price basis Customer level
5. Customer types RET
6. Mark up pct 90.00
7. Customer types WSL SPC
8. Mark up pct 50.00
9. Customer types
10. Mark up pct
11. Customer types
12. Mark up pct
13. Customer types
14. Mark up pct .00
Make changes, F1 = next price code, ShF1 = prev price code, F3 = delete
Field number to change ?

Enter the information as follows:

4. Price basis

Press **[F1]** to display the following list:



Enter the code corresponding to the price or cost to be used as a base for this price code. Your choices are:

1 Price-1
2 Price-2
3 Price-3
9 Price-9
A Average cost
S Standard cost
R Replacement cost
C Customer

"Standard cost" appears only if you are using the standard cost valuation method.

5. Customer types

Enter up to five customer types. Press **[Enter]** after each customer type to advance the cursor for entry of the next type.

If you press **[Enter]** twice in a row without entering a type, or if you press **[Enter]** after entering five types, the cursor advances to the next field (field number 6).

All the customer types entered here will receive the mark up percentage entered in the next field (field number 6) when the customer orders those items that specify this price code.

6. Mark up pct

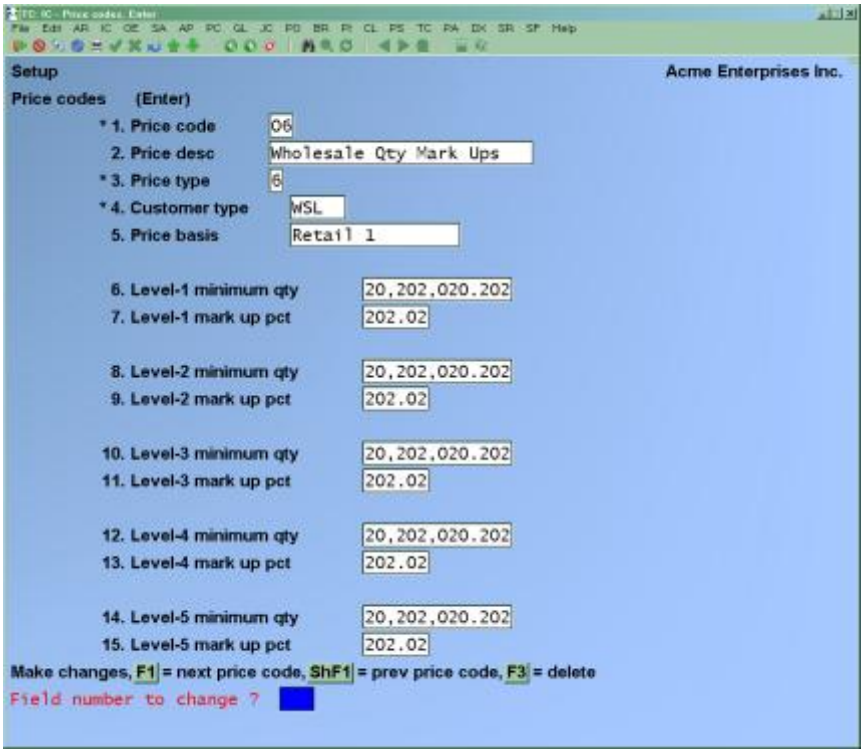
Enter the mark up percentage that applies to all the customer types specified in the preceding field (field number 5).

The remaining 8 fields on the screen (field numbers 7 through 14) are grouped in pairs: 7 and 8, 9 and 10, 11 and 12, 13 and 14.

The first field of each pair allows you to enter up to five customer types, as in field number 5. The second field of each pair allows you to enter the mark up percentage to be applied to each customer type named in the preceding "Customer types" field.

Type 6 - Mark Up by Ord Qty for Cus Type

If you select pricing type **6**, the following screen is displayed:


Setup
Acme Enterprises Inc.
Price codes (Enter)
* 1. Price code 06
2. Price desc Wholesale Qty Mark Ups
* 3. Price type 6
* 4. Customer type WSL
5. Price basis Retail 1
6. Level-1 minimum qty 20,202,020.202
7. Level-1 mark up pct 202.02
8. Level-2 minimum qty 20,202,020.202
9. Level-2 mark up pct 202.02
10. Level-3 minimum qty 20,202,020.202
11. Level-3 mark up pct 202.02
12. Level-4 minimum qty 20,202,020.202
13. Level-4 mark up pct 202.02
14. Level-5 minimum qty 20,202,020.202
15. Level-5 mark up pct 202.02
Make changes, F1 = next price code, ShF1 = prev price code, F3 = delete
Field number to change ?

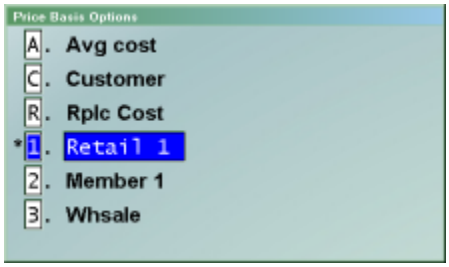
Enter the following information:

4. Customer type

Enter the customer type. You may set up discount structures for as many different customer types as you want for this one price code. You cannot use a blank customer type.

5. Price basis

Press **[F1]** to display the following list:



Enter the code corresponding to the price or cost to be used as a base for this price code. Your choices are:

1	Price-1	**A**	Average cost
2	Price-2	**S**	Standard cost
3	Price-3	**R**	Replacement cost
		C	Customer

9 Price-9

"Standard cost" appears only if you are using the standard cost valuation method.

6. Level-1 minimum qty

Enter the minimum quantity that must be ordered to qualify for the level-1 mark up percentage you will enter in field number 7.

Format: 99,999,999.999

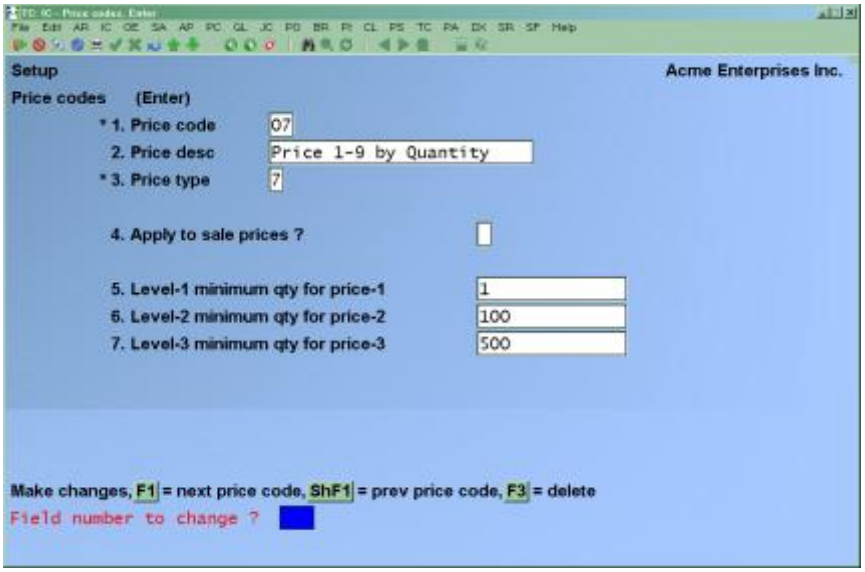
7. Level-1 mark up pct

Enter the mark up percentage that applies to orders with an item quantity of at least the quantity specified in field number 6.

Similarly, the remainder of the screen consists of pairs of fields, the first of which contains the minimum quantity for a particular mark up level, and the second of which contains the mark up percentage associated with that level.

Type 7 - Pick Price-1-->9 by Ord Qty

If you select pricing type **7**, the following screen is displayed:



Enter the information as follows:

4. Apply to sales price?

(Your answer here applies only if you use sales prices.)

Answer **Y** if you want the system to select the lower of the price level or sales price

for items using this price code. For example, all WHL type customers receive price level 2. When a sales price is on the system compares price level 2 to the sales price and gives the customer the lower of the 2 prices.

If you answer **N** all sales prices will be ignored for items using this price code.

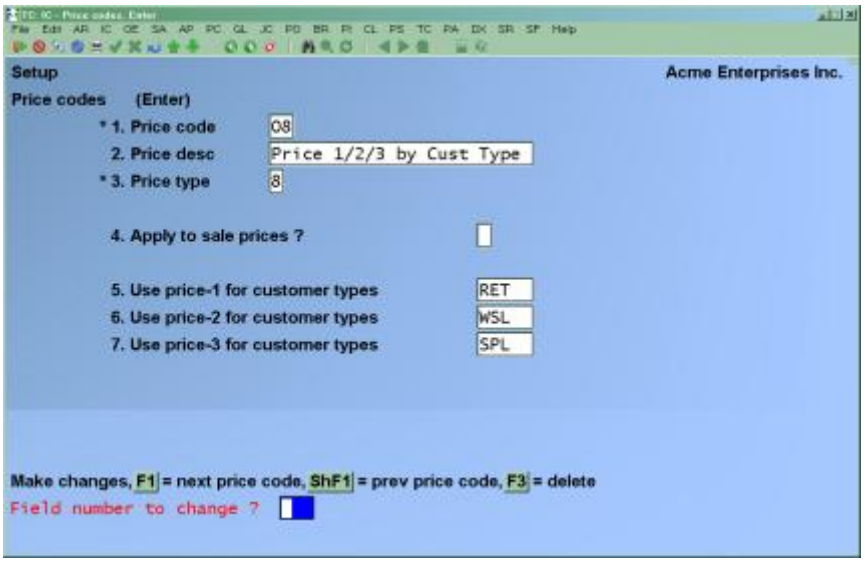
5. Level-1 minimum qty for price-1

Enter the minimum quantity that must be ordered to qualify for price-1. You would normally want to enter 1 for this field.

Similarly, the remainder of the screen consists of fields identical in entry to this field.

Type 8 - Pick Price-1-->9 by Cust Type

If you select pricing type **8**, the following screen is displayed:


Setup
Acme Enterprises Inc.
Price codes (Enter)
* 1. Price code
08
2. Price desc
Price 1/2/3 by Cust Type
* 3. Price type
8
4. Apply to sale prices ?
5. Use price-1 for customer types
RET
6. Use price-2 for customer types
WSL
7. Use price-3 for customer types
SPL
Make changes, F1 = next price code, ShF1 = prev price code, F3 = delete
Field number to change ?

Enter the information as follows:

4. Apply to sales price?

(Your answer here applies only if you use sales prices.)

Answer **Y** if you want the system to select the lower of the price level or sales price for items using this price code. For example, all WHL type customers receive price level 2. When a sales price is on the system compares price level 2 to the sales price and gives the customer the lower of the 2 prices.

If you answer **N** all sales prices will be ignored for items using this price code.

5. Use price-1 for customer types:

Enter up to five customer types to specify which customer types will be charged price-1.

6. Use price-2 for customer types:

Enter up to five customer types which will be charged price-2.

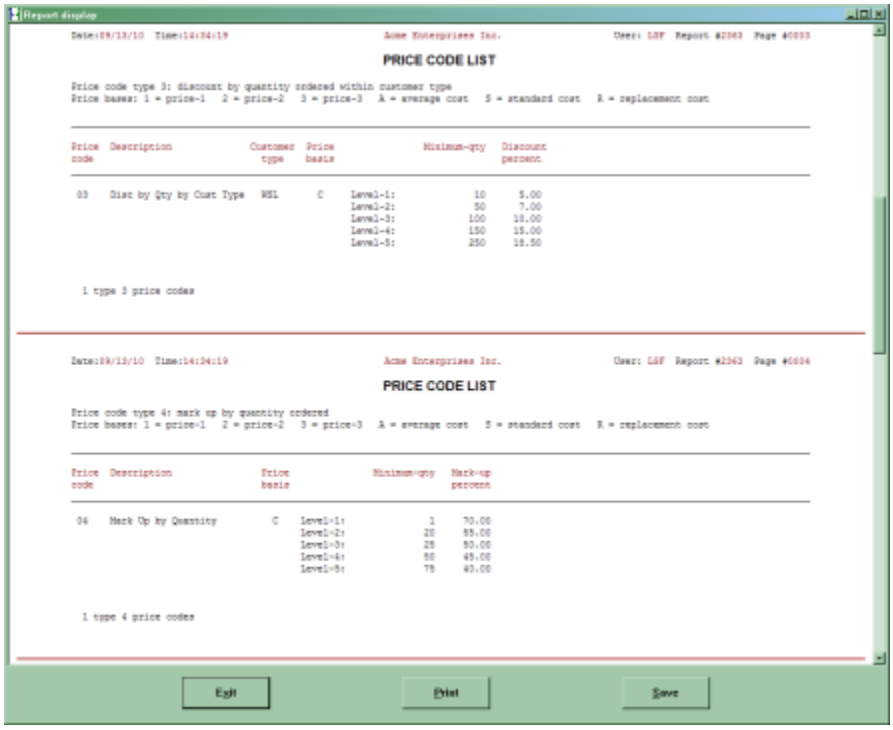
Repeat the above steps for the remaining fields.

Printing a List of Price Codes

From the *Setup (Price codes)* submenu, select *Print*.

Here is a sample Price Code List.

Report display
PRICE CODE LIST
Price code type 1: discount by quantity ordered
Price bases: 1 = price-1 2 = price-2 3 = price-3 A = average cost S = standard cost R = replacement cost
Price code
Description
Price basis
Minimum-qty
Discount percent
01 Discount by Quantity C Level-1: 10 2.00
Level-2: 20 4.00
Level-3: 25 5.00
Level-4: 50 6.00
Level-5: 75 7.00
1 type 1 price codes
PRICE CODE LIST
Price code type 2: discount by customer type
Price bases: 1 = price-1 2 = price-2 3 = price-3 A = average cost S = standard cost R = replacement cost
Price code
Description
Price basis
Cus types
Discount percent
02 Discount by customer type C WSL 10.00 .00 .00 .00 .00
1 type 2 price codes
Exit
Print
Save



Report display

Date:09/13/10 Time:14:34:19 Acme Enterprises Inc. User: LSF Report #2363 Page #0003

PRICE CODE LIST

Price code type 3: discount by quantity ordered within customer type
Price bases: 1 = price-1 2 = price-2 3 = price-3 A = average cost S = standard cost R = replacement cost

Price code	Description	Customer type	Price basis		Minimum-qty	Discount percent
03	Disc by Qty by Cust Type	WSL	C	Level-1:	10	5.00
				Level-2:	50	7.00
				Level-3:	100	10.00
				Level-4:	150	15.00
				Level-5:	250	18.50

1 type 3 price codes

Date:09/13/10 Time:14:34:19 Acme Enterprises Inc. User: LSF Report #2363 Page #0004

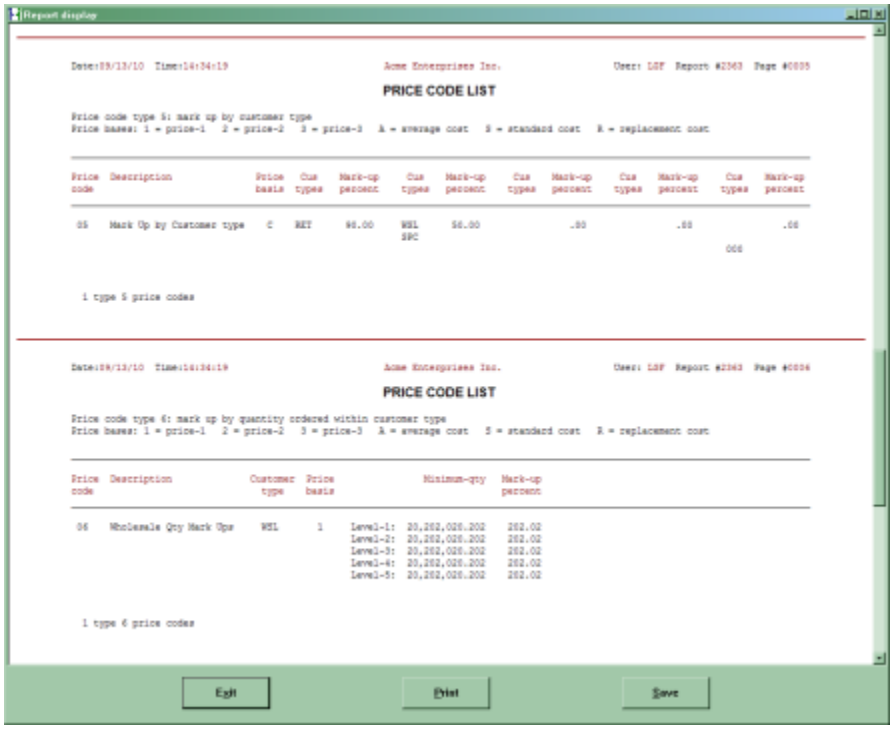
PRICE CODE LIST

Price code type 4: mark up by quantity ordered
Price bases: 1 = price-1 2 = price-2 3 = price-3 A = average cost S = standard cost R = replacement cost

Price code	Description	Price basis		Minimum-qty	Mark-up percent
04	Mark Up by Quantity	C	Level-1:	1	70.00
			Level-2:	20	55.00
			Level-3:	25	50.00
			Level-4:	50	45.00
			Level-5:	75	40.00

1 type 4 price codes

Exit Print Save



Report display

Date:09/13/10 Time:14:34:19 Acme Enterprises Inc. User: LSF Report #2363 Page #0005

PRICE CODE LIST

Price code type 5: mark up by customer type
Price bases: 1 = price-1 2 = price-2 3 = price-3 A = average cost S = standard cost R = replacement cost

Price code	Description	Price basis	Cus types	Mark-up percent	Cus types	Mark-up percent	Cus types	Mark-up percent	Cus types	Mark-up percent	Cus types	Mark-up percent
05	Mark Up by Customer type	C	RET	90.00	WSL	50.00		.00		.00		.00
					SPC							
											COD	

1 type 5 price codes

Date:09/13/10 Time:14:34:19 Acme Enterprises Inc. User: LSF Report #2363 Page #0006

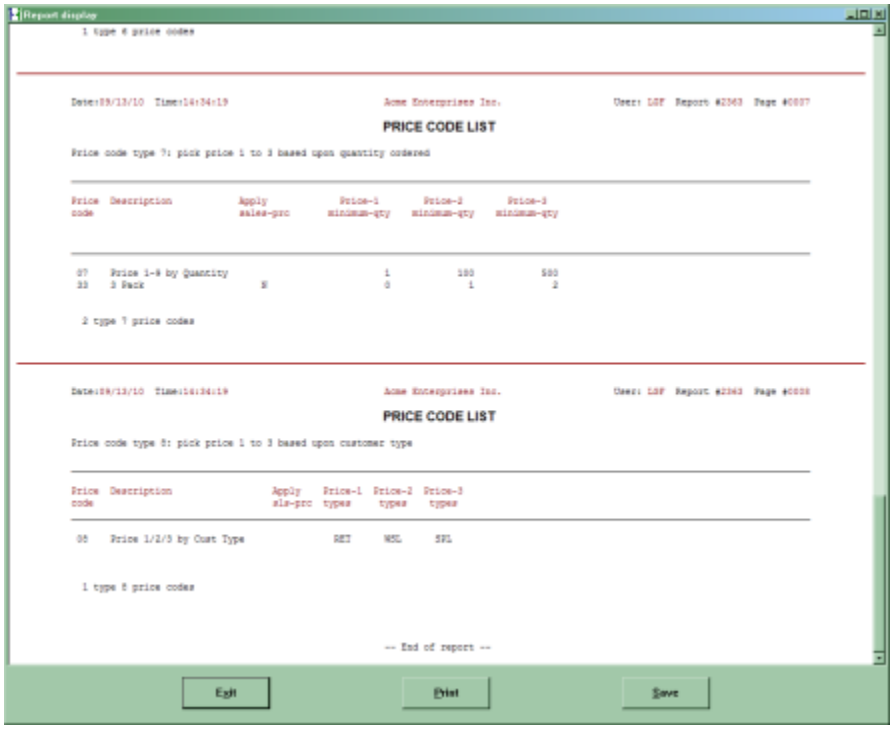
PRICE CODE LIST

Price code type 6: mark up by quantity ordered within customer type
Price bases: 1 = price-1 2 = price-2 3 = price-3 A = average cost S = standard cost R = replacement cost

Price code	Description	Customer type	Price basis		Minimum-qty	Mark-up percent
06	Wholesale Qty Mark Ups	WSL	1	Level-1:	20,202,020.202	202.02
				Level-2:	20,202,020.202	202.02
				Level-3:	20,202,020.202	202.02
				Level-4:	20,202,020.202	202.02
				Level-5:	20,202,020.202	202.02

1 type 6 price codes

Exit Print Save


Report display
1 type 4 price codes
Date:09/13/10 Time:14:34:19
Acme Enterprises Inc.
User: LDF Report #2363 Page #0007
PRICE CODE LIST
Price code type 7: pick price 1 to 3 based upon quantity ordered
Price code
Description
Apply sales-prc
Price-1 minimum-qty
Price-2 minimum-qty
Price-3 minimum-qty
07 Price 1-9 by Quantity 1 100 500
33 3 Pack N 0 1 2
2 type 7 price codes
Date:09/13/10 Time:14:34:19
Acme Enterprises Inc.
User: LDF Report #2363 Page #0008
PRICE CODE LIST
Price code type 8: pick price 1 to 3 based upon customer type
Price code
Description
Apply sls-prc
Price-1 types
Price-2 types
Price-3 types
06 Price 1/2/3 by Cust Type RET WSL SPL
1 type 8 price codes
-- End of report --
Exit
Print
Save

Chapter 9

Commission Codes

(If you do not use Point of Sale, Billing, or Professional Invoicing with this Inventory package, you may skip this chapter.)

Use this selection to enter sales reps' commission codes that will be associated with individual inventory items.

The use of commission codes is optional, even if you specified in the P/S, O/E, or P/I packages that sales reps and commissions are used.

If commissions are not used, there is no need to enter any codes.

If commissions are used, these codes will enable the system to automatically calculate default commission values during the billing procedures of Billing and Professional Invoicing, and during the ticket entry process in Point of Sale.

IMPORTANT NOTE: If commissions are used, you must set the "Force descending prices?" flag in *Control information* to **Y**.

When using A/R, commission codes will override any commission percent specified in the A/R Customer file or A/R Sales Rep file.

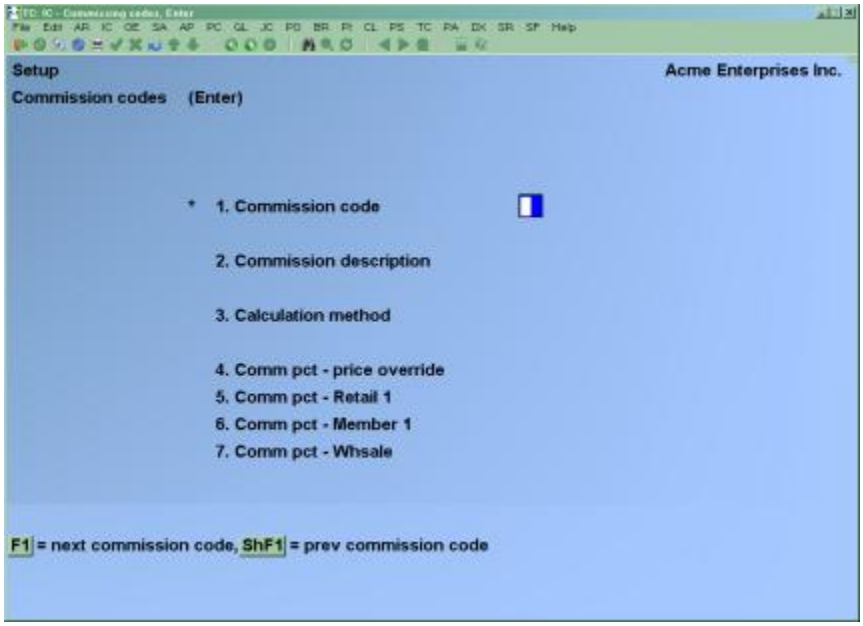
When using A/R, commissions calculated by Point of Sale, Billing, and Professional Invoicing appear on the A/R Commissions Due Report, and update the commissions PTD/YTD figures for the sales rep.

Commissions calculated by Point of Sale also appear in the daily and historical sales rep and user reports in that package.

To Begin
From page 2 of the I/C menu, select *Setup*. Then from the *Setup* menu, select *Commission codes*. Select *Enter* from the *Commission codes* submenu.

Entering Commission Codes

This is the screen you see:


Setup
Acme Enterprises Inc.
Commission codes (Enter)
* 1. Commission code
2. Commission description
3. Calculation method
4. Comm pct - price override
5. Comm pct - Retail 1
6. Comm pct - Member 1
7. Comm pct - Whsale
F1 = next commission code, ShF1 = prev commission code

NOTE: The number of price levels which appear on the screen is dependent on the number of item prices set in *Control information*.

From this screen you can work with both new and existing commission codes.

Enter the information as follows:

[?] *1. Commission code

Enter the commission code that identifies this commission structure, or use the option:

Option: **[F1]** To scan through the commission codes on file

2. Commission description

Enter the commission code description.

3. Calculation method

Enter **P** if the commission is calculated on the selling price or **G** if it is calculated on the gross profit margin (selling price less cost).

4. Commission pct - price override

Enter the commission percentage to be paid on items sold at a price that is lower than the last price.

Price-1 through Price-9

These prices are the maximum of nine prices available for each inventory item, assigned in the *Items* selection. (Refer to the chapter titled *Items*.)

5. Comm pct - price-1
Enter the commission percentage to be paid on items sold at or above price-1.
Repeat entry for the remaining fields using the same principle discussed for field 5.

Using Commission Codes

The commission percent is determined by the price at which the item is sold at - not the price level at which it is sold. That is the reason for using descending pricing. If two price levels are set at the same price, then the commission for an item sold at this price will be the commission assigned to the lower price level.

For example, Item A has prices of $5.00, $5.00 and $4.50 for Price levels 1 to 3 respectively. Item A is setup with a commission code as follows:

Comm pct - price override 5%
Comm pct - Price-1 20%
Comm pct - Price-2 15%
Comm pct - Price-3 10%

If Item A is sold at Price-2 ($5.00), the commission will be 20%, because the sale price of $5.00 is greater than equal to Price-1. In this example, a commission of 15% would never be given because Price-2 equals Price-1.

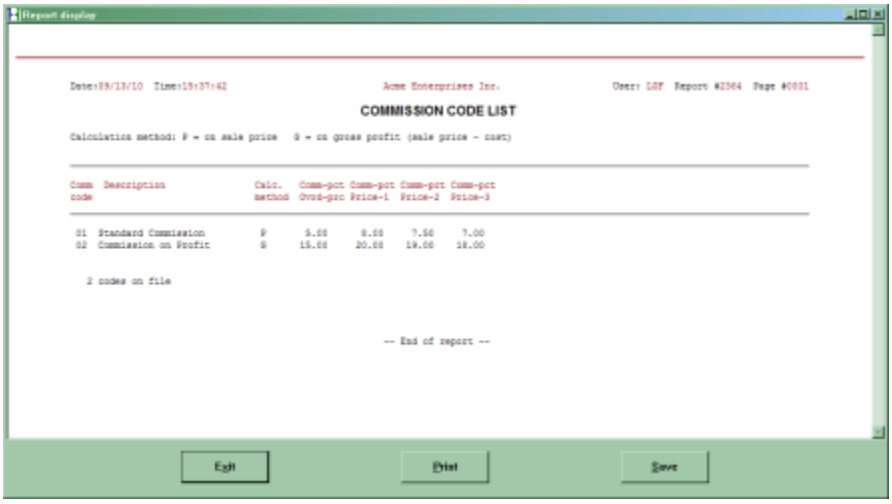
If Item A has a price override done, and is sold for $4.75, then the commission would be 10%, because the sale price is greater than equal to the Price-3 price.

If Item A has a price override done, and is sold for $4.00, then the commission would be 5%, because the sale price is less than the minimum price in Price-3.

Printing a List of Commission Codes

From the *Setup (Commission codes)* submenu, select *Print*.

Here is a sample list.


Report display
Date:09/13/10 Time:15:37:42
Acme Enterprises Inc.
User: LSF Report #2064 Page #0001
COMMISSION CODE LIST
Calculation method: P = on sale price G = on gross profit (sale price - cost)
Comm code
Description
Calc. method
Comm-pct Ovrd-pct
Comm-pct Price-1
Comm-pct Price-2
Comm-pct Price-3
01 Standard Commission P 5.00 6.00 7.50 7.00
02 Commission on Profit G 15.00 20.00 19.00 18.00
2 codes on file
-- End of report --
Exit
Print
Save

Building business and technology relationships.

Chapter 10

Category Codes

This function is used to set up a table of valid item categories for use when entering items in the *Items* function.

If you selected to validate category codes in *Control information*, you will need to set up at least one category code in this function.

Category codes are used in a number of places. Including:

- Setting sales price, contract pricing, and making group price changes
- Printing price lists
- Sales Analysis report by item category and user definable report
- Various inventory reports

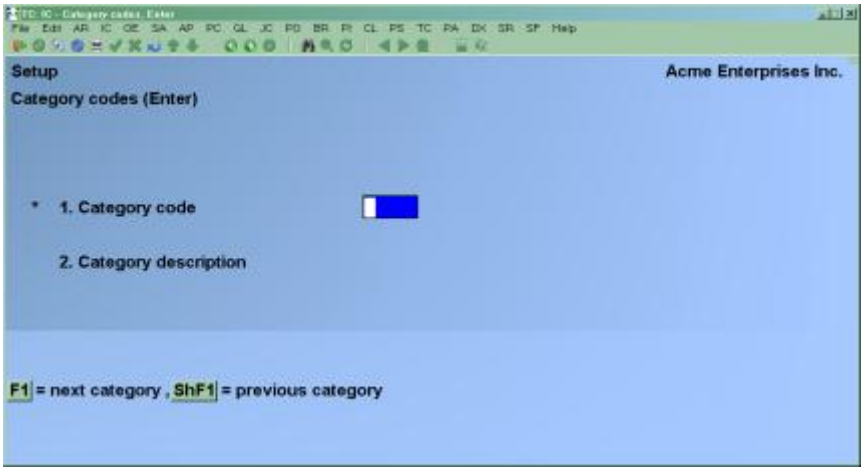
Categories are used to group items. For example, if you sold cars you could have categories for CARS, VANS, and TRUCKS. Further, each item can have sub-categories such as SPORT, FAMLY, LITE, etc. (See the chapter titled *Sub-Category Codes*)

To Begin

From the 2nd page of the I/C menu select *Setup*. Next, select *Category codes* from the *Setup* menu. Finally choose *Enter*.

Entering Category Codes

The following screen is displayed:



From this screen you can work with both new and existing category codes.

Enter the information as follows:

[?] *1. Category code

Enter a code that identifies this category, or use the option:

Option: **[F1]** To scan through the category codes on file

If the category code you enter is already on file, the record is displayed for you to make any changes or use the option:

Option: **[F3]** To delete the code from the I/C Codes file

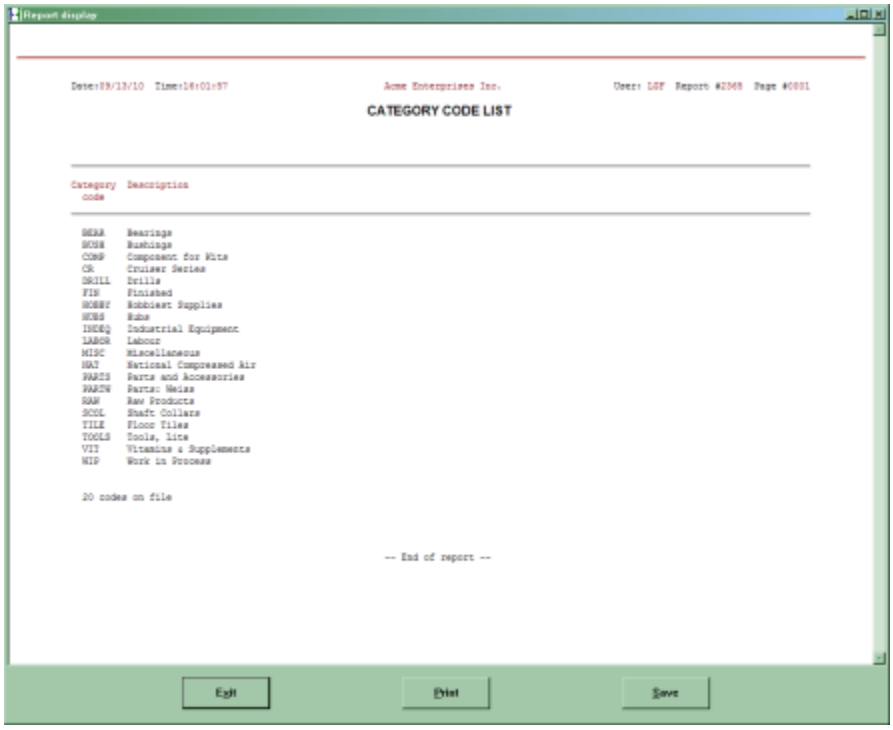
2. Category description

Enter a description for this category code.

Make any changes as usual.

Printing a List of Category Codes

From the *Setup (Category codes)* submenu, select *Print*. A sample report is shown at the end.


Report display
Date:99/13/10 Time:16:01:57
Acme Enterprises Inc.
User: LDF Report #2365 Page #0001
CATEGORY CODE LIST
Category code
Description
BEAR Bearings
BUSH Bushings
COMP Component for Kits
CR Cruiser Series
DRILL Drills
FIN Finished
HOBBY Hobbiest Supplies
HUBS Hubs
INDEQ Industrial Equipment
LABOR Labour
MISC Miscellaneous
NAT Natural Compressed Air
PARTS Parts and Accessories
PARTW Parts: Weiss
RAW Raw Products
SCOL Shaft Collars
TILE Floor Tiles
TOOLS Tools, Lite
VIT Vitamins & Supplements
WIP Work in Process
20 codes on file
-- End of report --
Exit
Print
Save

Building business and technology relationships.

Chapter 11

Sub-Category Codes

This function is used to set up a table of valid item sub-categories for use when entering items in the *Items* function.

If you selected to validate sub-category codes in *Control information*, you will need to set up at least one sub-category code in this function.

Sub-category codes are used in a number of places. Including:

- Setting sales price, contract pricing, and making group price changes
- Printing price lists
- Sales Analysis report by item category and user definable report
- Various inventory reports

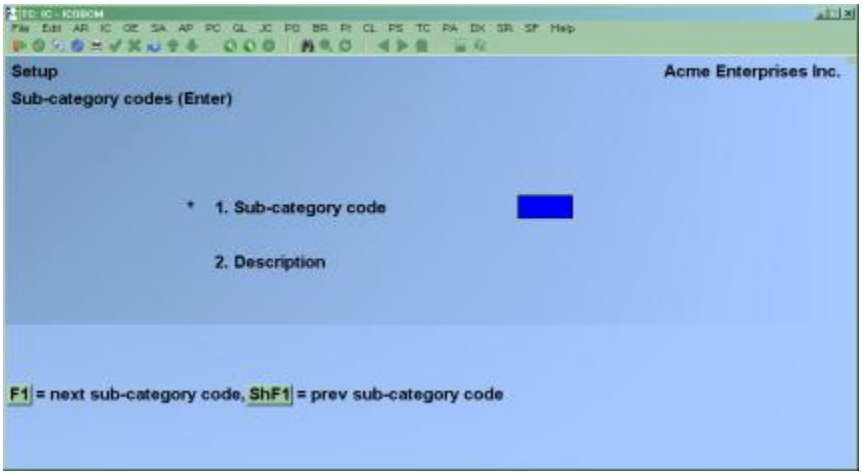
Like the Categories , the Sub-categories provide another category for grouping items. For example, if you sold cars as in the Category example, these cars could be further divided by Sub-categories such as SPORT, FAMLY, LITE, LUXRY, etc.

To Begin

From the 2nd page of the I/C menu select *Setup*. Next, select *Sub-category codes* from the *Setup* menu. Finally choose *Enter*.

Entering Sub-Category Codes

The following screen is displayed:



From this screen you can work with both new and existing category codes.

Enter the information as follows:

[?] *1. Sub-category code

Enter a code that identifies this sub-category, or use the option:

Option: [F1] To scan through the sub-category codes on file.

If the sub-category code you enter is already on file, the record is displayed for you to make any changes or use the option:

Option: [F3] To delete the sub-category code.

2. Description

Enter a description for this sub-category code.

Make any changes as usual.

Printing a List of Sub-Category Codes

From the *Setup (Sub-category codes)* submenu, select *Print*.

Building business and technology relationships.

Chapter 12

Factor Codes

(If you set the field **Use base cost with factors?** to "N" in *Control information* you can skip this chapter.)

For many businesses the landed cost for inventory items is different from the original contracted cost. This is most evident with imported products where such factors as freight, currency exchange, duty and taxes add to the actual landed cost.

Each inventory item can optionally be assigned a factor code for the automatic calculation of landed cost from inventory receivings.

How Factor Codes Work

When you set up a factor code you enter G/L accounts for distribution and the percentage of the base cost that will be added on to attain the landed or replacement cost.

For example, the base cost of item "A" is $100.00 US and uses a factor code to calculate the replacement (landed) cost. The factor code includes the B/S Liability amount (usually 100%), the exchange percentage to bring it to Canadian dollars, the duty charges (as a percentage of the base cost), the freight charges (as a percentage of the base cost), and the brokerage fees charged (as a percentage of the base cost).

When item "A" is received, the factor code percentages are applied to the base cost to attain a replacement cost. The additional calculated costs are distributed to the G/L accounts set up in the factor code.

If you are running both Accounts Payable and Inventory, you will have an Inventory Clearing or an A/P Clearing G/L account. Using factor codes, these clearing accounts may now be broken down further for better tracking of landed costs. Instead of using the A/P Clearing account as the distribution account for all inventory suppliers, you

now may have various clearing accounts, eg. Brokerage Clearing, US Exchange Clearing and Freight Clearing.

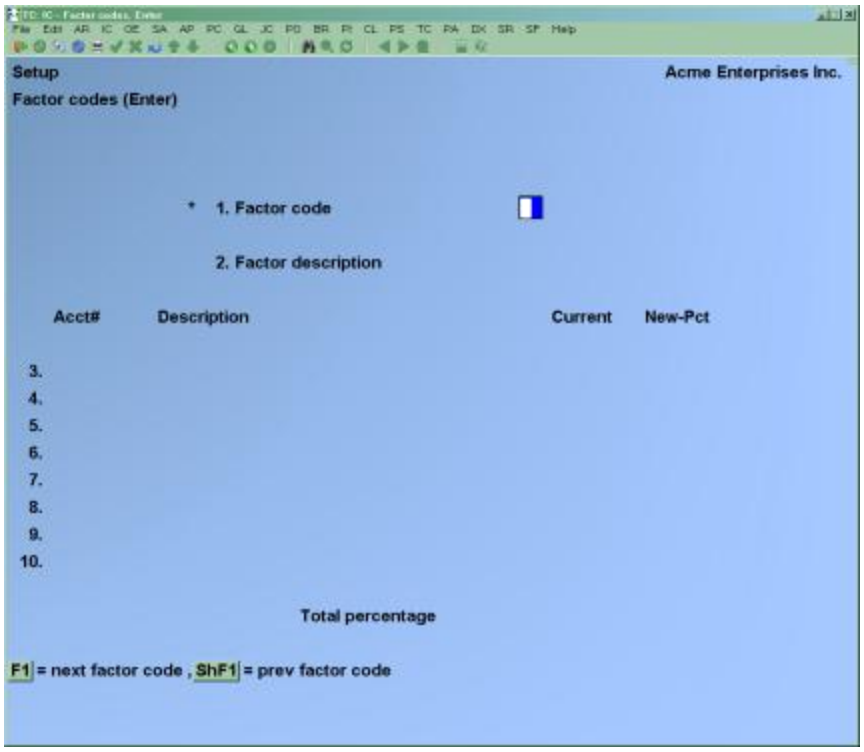
You can change the current percentage(s) of an element within a factor code and then apply the new factors to the items. This will change the new rates to the current rates and adjust the replacement cost in the item records to reflect the new rates. Since this function does not affect the average cost, no G/L activity takes place.

To Begin

From the 2nd page of the *Inventory Management* menu select *Setup*. Next, select *Factor codes* from the *Setup* menu. Finally choose *Enter*.

Entering Factor Codes

The following screen is displayed:



From this screen you can work with both new and existing factor codes.

Enter the following information:

[?] *1. Factor code

Enter a code to identify this factor code, or use the option:

Option: **[F1]** To scan through the factor codes on file

If the factor code you enter is already on file, the record is displayed for you to make any changes or use the option:

Option: **[F3]** To delete the code.

Changing an existing factor code

If you choose to change a component, enter the field number of the component to change. You will prompted to enter a **New Pct**. Enter the new percent to be applied later, or use one of the options:

Option: **[F1]** To change the account for distribution

[F2] To change the **Current** percentage.

If you change the **Current** field, you should run the *Recalculate current costs* function. If you change the **New pct** field, be sure to run the *Apply new factors* function. These are explained in further detail at the end of the chapter.

2. Description

Enter a description for this factor code.

Fields 3 - 10

Enter the following information for each field. When you are finished entering in factor elements, press **[Enter]** at the **Liability account** field.

[?] Liability account

Enter the G/L liability you want to distribute the amount calculated when receivings are posted for items using this factor code.

Current

Enter the percentage of the base cost which will be added on to attain the replacement cost for this element.

New pct

Enter the new percentage to be applied to the base cost.

This is used by the *Apply new factors* function (see below).

When you are finished entering factor elements press **[Enter]** at the **Liability account** field. Make any changes as usual.

Printing a List of Factor Codes

From the *Setup (Factor codes)* submenu, select *Print*.

A sample list is included at the end of this chapter.

Recalculating Current Costs

From the *Setup (Factor codes)* submenu, select *Recalculate current costs*.

This function will recalculate the replacement costs for all items with factor codes. The new replacement cost will be calculated from the base cost stored in the item record using the **Current percentage** from the factor code record(s).

Since this function simply recalculates the replacement cost, there is no posting to any G/L accounts.

Applying New Factors

From the *Setup (Factor codes)* submenu, select *Applying new factors*.

This function will recalculate the replacement costs for items whose factor code has an entry in a **New pct** field. The new replacement cost will be calculated from the base cost stored in the item record using the **New percentage** from the factor code record(s).

As well, the **Current pct** fields are updated to reflect the **New pct**.

Since this function simply recalculates the replacement cost, there is no posting to any G/L accounts.

Changing Factor Codes and Updating Costs

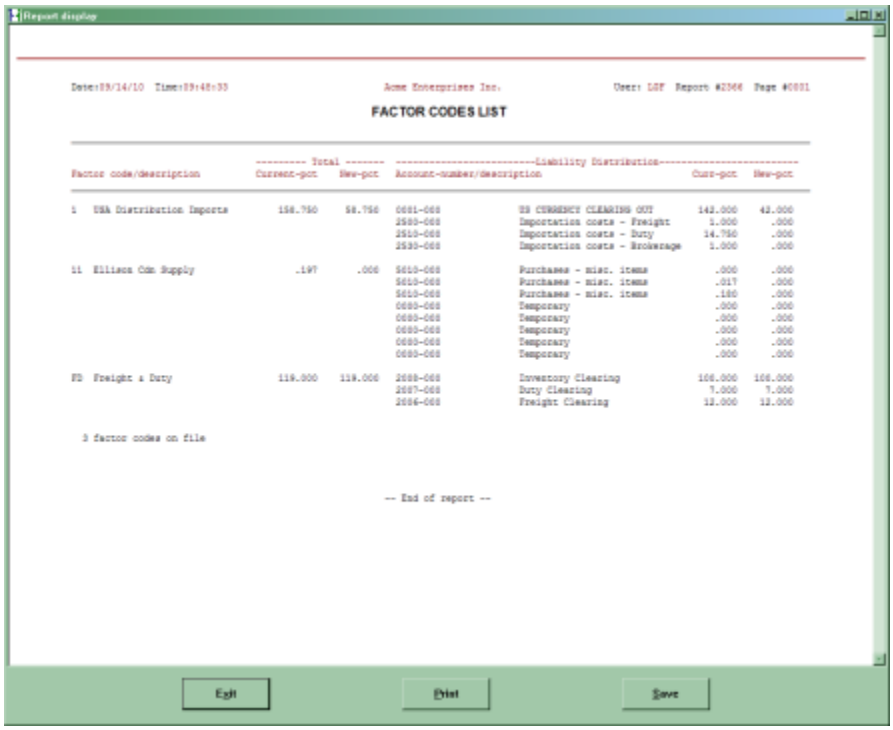
During the course of daily operations you will probably need to change the percentages applied on your factor codes; i.e. for changes in duty fees, freight charges, currency exchange rates etc.
To do this, use the following method:

1. Using the *Enter* (*Factor codes)* function, enter the changes in the **New pct** field for each factor code that is being changed.

2. Run the *Apply new factor* function to update your replacement costs.

Occasionally, you should also run the *Recalculate current costs* to update your replacement costs. This will reflect any changes to the base costs during day-to-day operations.

If you change the base cost of any item during receiving, the item's record will be automatically updated to reflect the new base cost, and the new replacement cost.



Chapter 13

Markup Codes

(If you enter **N** for **Use markup codes ?** in *Control information* you can skip this chapter.)

For many businesses, pricing is done as a fixed percentage of the replacement cost. Commodity items whose pricing changes on an almost daily basis can be cumbersome to handle. This function allows businesses requiring this type of pricing flexibility to adjust selling prices quickly and easily.

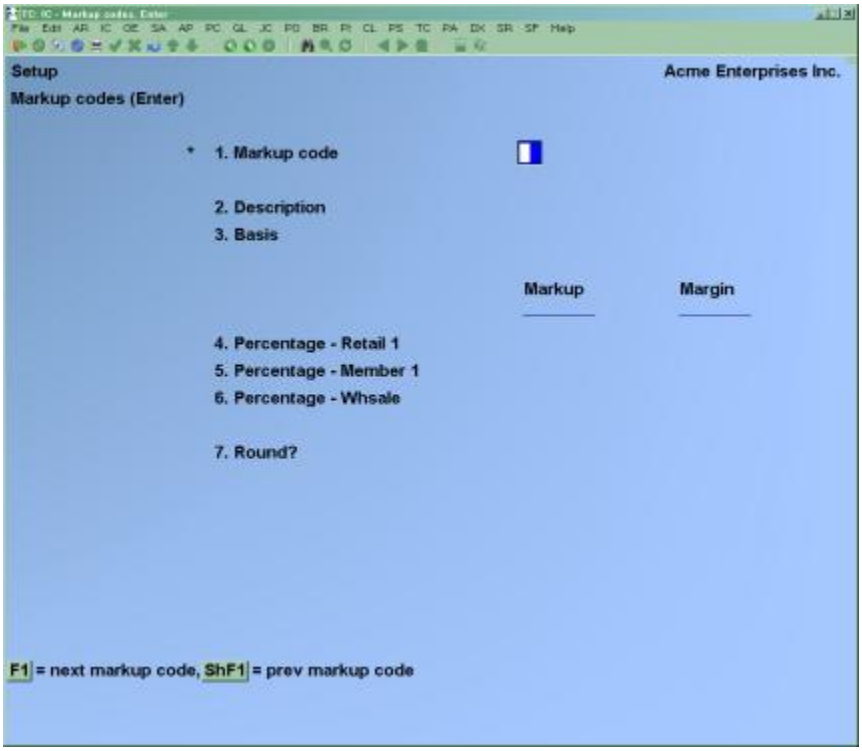
Briefly, markup codes consist of markup percentages for each price level. When you set up your items you can include a markup code. On a regular basis, you can then simply run the *Recalculate item prices (Markup codes)* to recalculate the price levels for your items using the percentages in the markup codes and your item(s)'s replacement cost.

To Begin

Turn to page 2 of the I/C main menu, and select *Setup*. Next, choose *Markup codes*. From the *Markup codes* menu select *Enter*.

Entering Markup Codes

The following screen appears:



NOTE: The number of prices and the descriptions (i.e. PRICE-1) displayed are determined by your set up in *Control information*.

From the screen displayed you can work with both new and existing markup codes.

Enter the following information:

[?] * 1. Markup code

Enter a code that identifies this markup code, or use the option:

Option: **[F1]** to scan through the markup codes on file

For an existing markup code:

If the markup code entered is already on file, make any changes as usual, or use the option:

Options: **[F3]** to delete the markup code.

2. Description

Enter a description for this markup code.

Basis

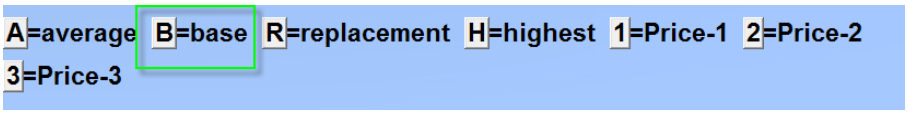
This feature allows you to use one of the price levels for an item as the basis of a

markup code instead of using the average, replacement or highest cost of the item.

Enter the basis on which the markup is to be calculated:

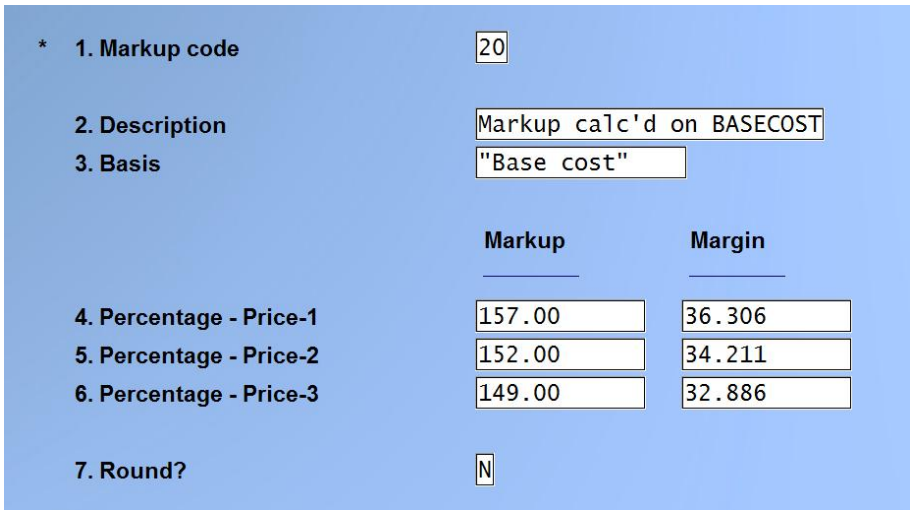
Option:

Enter [**A**] to use the item's average cost
Enter [**B**] to use the item's base cost
Enter [**R**] to use the item's replacement cost
Enter [**H**] to use the item's highest cost
Enter an item's specific price level (1 through a possible 9 levels depending on the setup from your control file)



Markup pct

Continue with the mark-up code setup, either entering by mark-up percentage or margin percentage. Remember that the percentage for mark-up must be greater than 100 in order to increase the price over the base cost. Margin percentages do not need to be greater than 100.


* 1. Markup code 20
2. Description Markup calc'd on BASECOST
3. Basis "Base cost"
Markup Margin
4. Percentage - Price-1 157.00 36.306
5. Percentage - Price-2 152.00 34.211
6. Percentage - Price-3 149.00 32.886
7. Round? N

For each price level, enter the markup percentage to use when calculating the selling price for this price level based on the replacement cost, or use one of the options:

Option: **[F1]** for "no change". Any price set for this price level will retain the current selling price, regardless of the receiving cost of the item.

[F2] to switch entry mode to base markup on margin.

For example, if the item is to be marked up by 50% over the replacement cost, enter 150 for the markup (or 33.333 for margin). Enter a markup of 100 (or 0.000 margin) to

make the selling price equal the received cost.

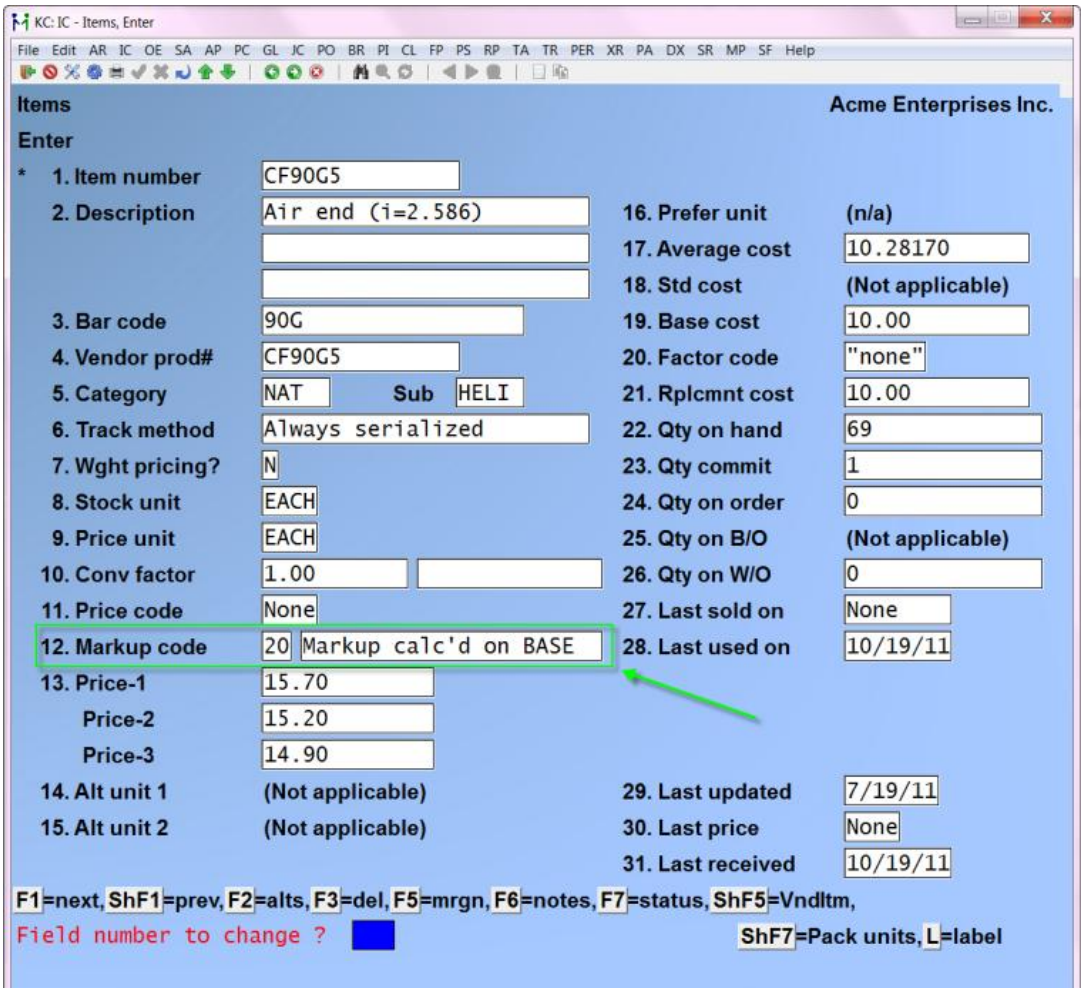
Repeat this step for each price level displayed.

Round ?

Normally, prices are rounded to the 3rd decimal place. If you want item prices rounded to only the 2nd decimal place, enter **Y**.

Make any changes as usual.

When you set up your items you can include a markup code.


KC: IC - Items, Enter
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP SF Help
Items
Acme Enterprises Inc.
Enter
* 1. Item number CF90G5
2. Description Air end (i=2.586)
3. Bar code 90G
4. Vendor prod# CF90G5
5. Category NAT Sub HELI
6. Track method Always serialized
7. Wght pricing? N
8. Stock unit EACH
9. Price unit EACH
10. Conv factor 1.00
11. Price code None
12. Markup code 20 Markup calc'd on BASE
13. Price-1 15.70
Price-2 15.20
Price-3 14.90
14. Alt unit 1 (Not applicable)
15. Alt unit 2 (Not applicable)
16. Prefer unit (n/a)
17. Average cost 10.28170
18. Std cost (Not applicable)
19. Base cost 10.00
20. Factor code "none"
21. Rplcmnt cost 10.00
22. Qty on hand 69
23. Qty commit 1
24. Qty on order 0
25. Qty on B/O (Not applicable)
26. Qty on W/O 0
27. Last sold on None
28. Last used on 10/19/11
29. Last updated 7/19/11
30. Last price None
31. Last received 10/19/11
F1=next, ShF1=prev, F2=alts, F3=del, F5=mrgn, F6=notes, F7=status, ShF5=Vndltm,
Field number to change ?
ShF7=Pack units, L=label

If you have chosen to use the batch method, then on a regular basis, you can run the Recalculate item prices (Markup codes) to recalculate the price levels for your items using the percentages in the markup code assigned to the individual items. Batch changes come from Group Price changes or from the Recalculate item prices option.

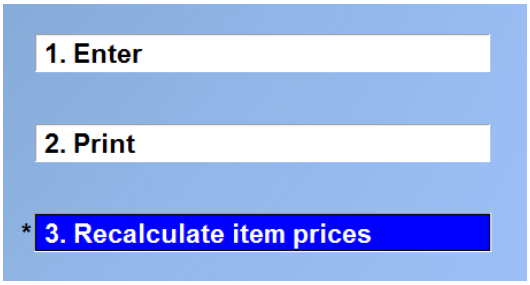
Printing a List of Markup Codes

From the *Markup codes (Setup)* menu select *Print*.

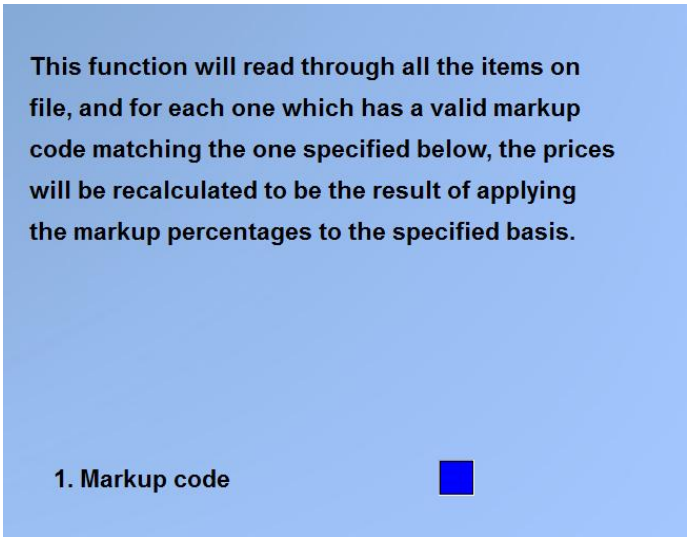
A sample Markup Code list is provided at the end of the chapter.

Recalculating Item Prices

Go to **INVENTORY → F2 → SETUP → MARKUP CODES → RECALCULATE ITEM PRICES** and follow the screen instructions. NOTE: Since this function only recalculates the selling prices no G/L activity occurs.



Enter the specific markup code you wish to recalculate prices for, or use [F1] to recalculate items with any markup code.


This function will read through all the items on file, and for each one which has a valid markup code matching the one specified below, the prices will be recalculated to be the result of applying the markup percentages to the specified basis.
1. Markup code

If you set the Use price markup codes method to A for Automatic, each time the base cost on an item changes, the prices will be updated according to the percentages that have been set up on the assigned markup code. This includes receivings and item maintenance, although changing base/replace costs in item maintenance is not recommended. Using the automatic method ensures that each cost change results in a change to the price of an item.

Item prices before receiving is posted:

12. Markup code	20	Markup calc'd on BASE
13. Price-1	15.70	
Price-2	15.20	
Price-3	14.90	

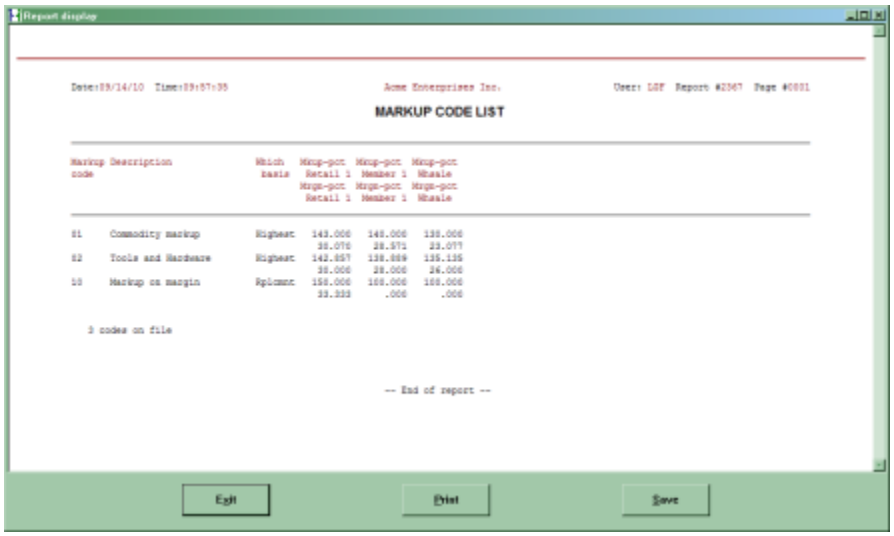
Receiving transaction with new (higher) base cost:

6. Quantity received	10	
7. Base cost for EACH	35.00	
8. Factor code		
9. Factored cost	35.00	
10. Change prices?	(Markup on base-cost)	

Item prices immediately after posting of receiving transaction:

12. Markup code	20	Markup calc'd on BASE
13. Price-1	54.95	
Price-2	53.20	
Price-3	52.15	

Sample Markup Code List



Chapter 14

Stock Codes

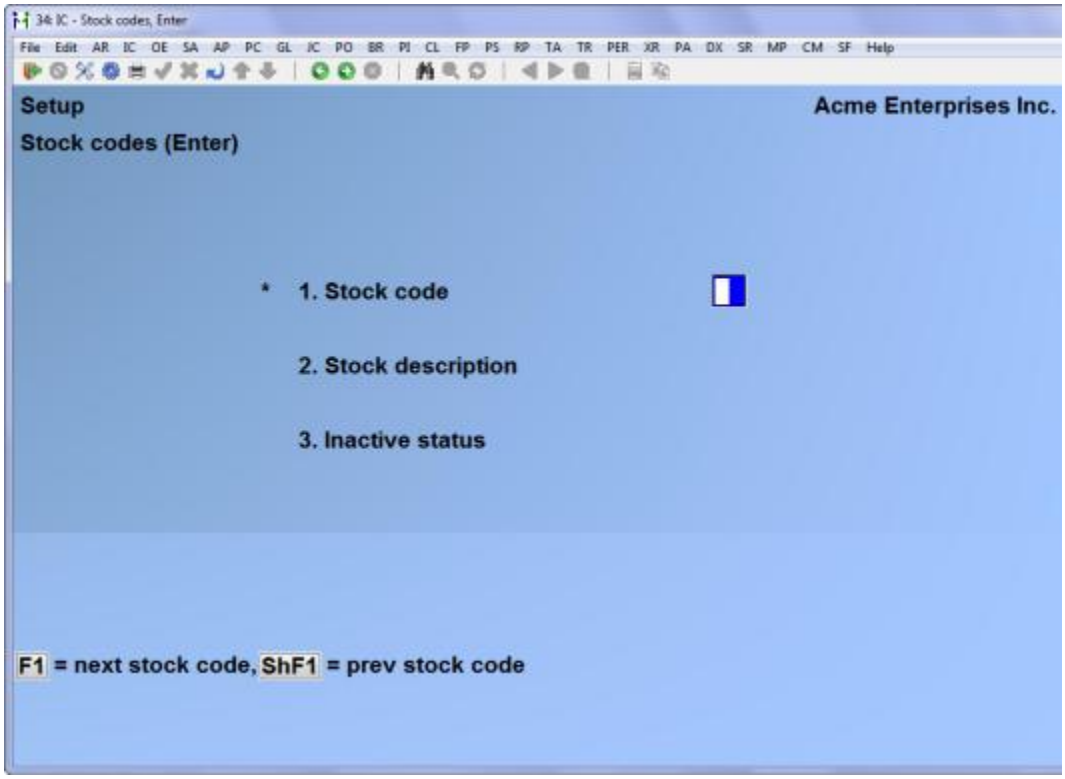
The stock code is a two character alphanumeric code entered into the item record. Stock codes are used for identifying the stocking status of an item (standard, discontinued, new version due etc.). It may be used for reporting purposes through a report writer.

To Begin

Turn to page 2 of the I/C main menu and select *Setup*. Next, choose *Stock codes*. From the stock codes menu run *Enter*.

Entering Stock Codes

The following screen is displayed:


34 IC - Stock codes, Enter
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help
Setup
Acme Enterprises Inc.
Stock codes (Enter)
* 1. Stock code
2. Stock description
3. Inactive status
F1 = next stock code, ShF1 = prev stock code

From this screen you can work with both new and existing stock codes.

Enter the following information:

[?] *1. Stock code

Enter a code that identifies this stock code, or use the option:

Option: **[F1]** To scan through the stock codes on file.

If the stock code entered is already on file, make any changes, or use the option:

Option: **[F3]** To delete the stock code.

2. Description

Enter a description for this stock code.

Make any changes as usual.

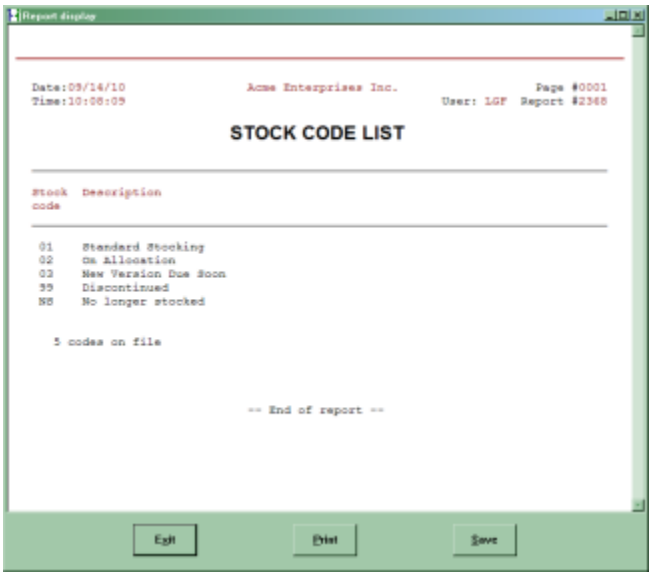
3. Inactive status

For those items where you want the selling warehouse to override the item default stock code, a *Stock code* field has been added to the *Status » Enter* function. This functionality will show up in the following areas only when you have an inactive days setting in *Setup » Control information*

You will be prompted to enter [**A**] active, [**I**] inactive or [**N**] normal

Printing a List of Stock Codes

From the *Stock codes (Setup)* menu select *Print*.



Building business and technology relationships.

Chapter 15

User Defined Fields

User-defined fields provide the opportunity to store information valuable to the company about any item. This information can then be used in various Samco reports for narrowing down items selected for reporting, particularly in Sales Analysis. They can be printed on item listings. They can also be used to print custom information on customer invoices, receipts, orders, purchase orders, and even item labels. Up to 30 unique user-defined fields can be created.

Note that User-defined fields are case sensitive, so you must be consistent when entering search and reporting criteria.

In *Items (Enter)* User-defined fields appear on a third entry screen (See the chapter titled *Items*).

You can view these fields at anytime by using the System Functions **[F8]**+I+U (See the Systems Functions User Manual chapter *Extended Functions Window*).

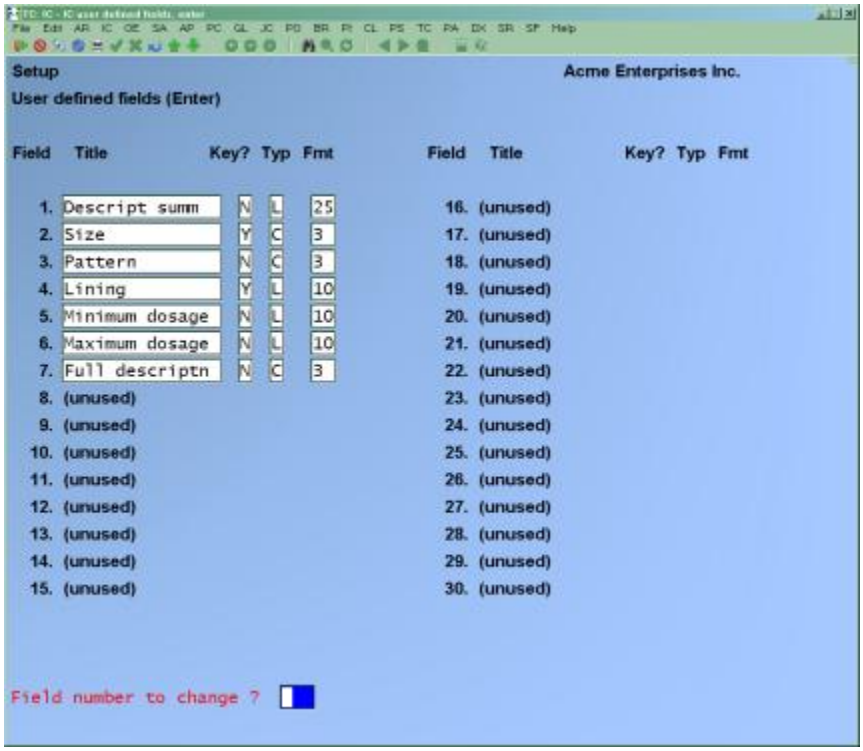
Note: (This menu option only appears if you answer **Y** *to the* **Use user defined fields?** question in *Setup (Control information)* [see above].)

To Begin

From page 2 of the I/C menu, select *Setup*. Then from the *Setup* menu, select *User defined fields*. From the *User defined fields* submenu, select *Enter*.

Entering User Defined Fields

The following screen appears:



From this screen you can add, change or delete user defined fields. For each of the fields you wish to set up, enter the following information:

Description

Provide a 25 character description.

Key?

Answer **Y** if you want to be able to search for items on this user defined field.

Type

Enter one of the following selections:

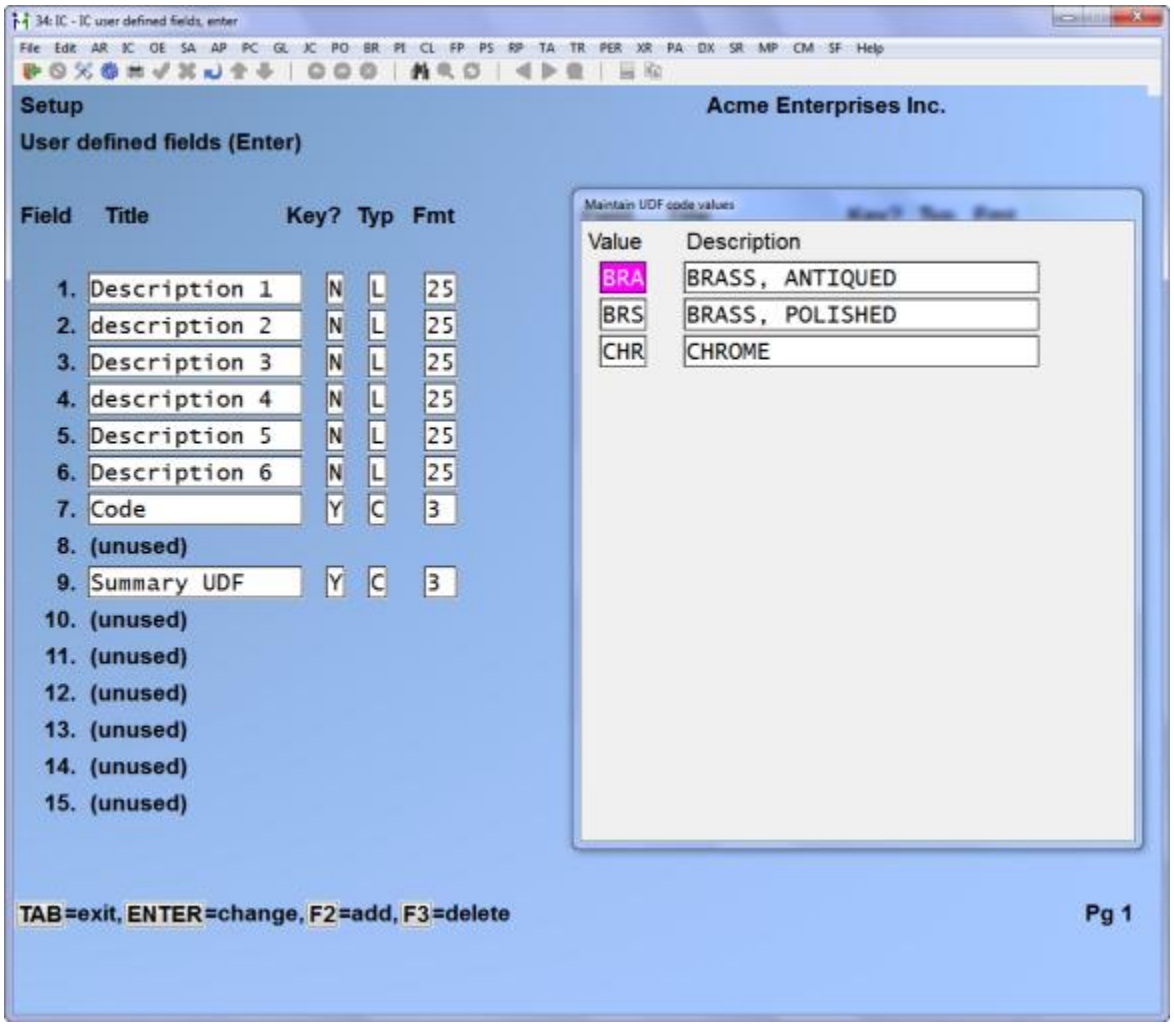
C Code: If the value in this field will be provided from a look up table that you define.
D Date: If the value in this field will be in a date format.
L Literal: The field will be set up as a free form text field. You can enter anything you want in this field.
N Numeric: The field will be set up as number field, you can set both the length of the integer (max 12) and length of the decimal (max 5).

Length

For "Literal" type fields, provide the maximum number of characters (from 1 to 50) that can be entered. This field is not applicable for date and code type fields.

Code Look up Window

For “Code” type fields a window will appear on the screen for you to enter a list of applicable codes and the corresponding descriptions. Each code can be a maximum of 3 characters in length, with a maximum 25 character description. The following is an example of a code look up window:


34: IC - IC user defined fields, enter
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help
Setup
Acme Enterprises Inc.
User defined fields (Enter)
Field Title Key? Typ Fmt
1. Description 1 N L 25
2. description 2 N L 25
3. Description 3 N L 25
4. description 4 N L 25
5. Description 5 N L 25
6. Description 6 N L 25
7. Code Y C 3
8. (unused)
9. Summary UDF Y C 3
10. (unused)
11. (unused)
12. (unused)
13. (unused)
14. (unused)
15. (unused)
Maintain UDF code values
Value Description
BRA BRASS, ANTIQUED
BRS BRASS, POLISHED
CHR CHROME
TAB=exit, ENTER=change, F2=add, F3=delete
Pg 1

Enter as many items in the look up window as you want. This is the only place where look up items can be added, changed, or deleted.

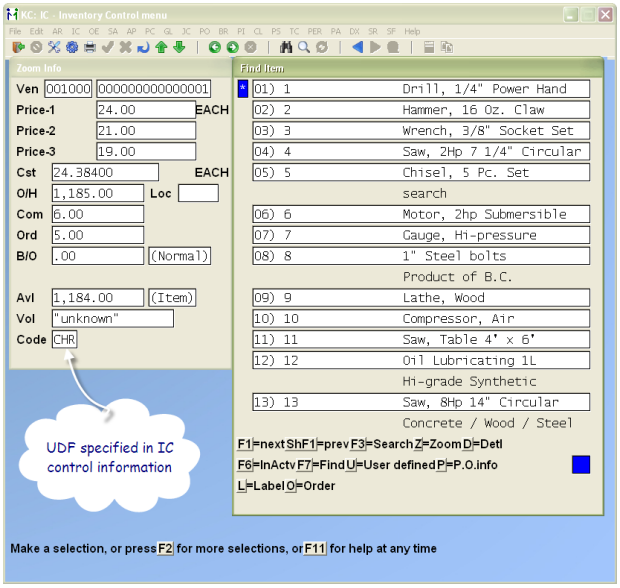
UDF for IC item find function

This feature allows you to include a User defined field (UDF) and its value in the Zoom window for an item.

To set this up:

Go to **IC → F2 → SETUP → CONTROL INFORMATION**

On the ninth entry screen there is a new flag *UDF to display in find*, specify the number that co-responds to the UDF on which to search.


Zoom Info
Ven 001000 0000000000000001
Price-1 24.00 EACH
Price-2 21.00
Price-3 19.00
Cst 24.38400 EACH
O/H 1,185.00 Loc
Com 6.00
Ord 5.00
B/O .00 (Normal)
Avl 1,184.00 (Item)
Vol "unknown"
Code CHR
UDF specified in IC control information
Find Item
01) 1 Drill, 1/4" Power Hand
02) 2 Hammer, 16 Oz. Claw
03) 3 Wrench, 3/8" Socket Set
04) 4 Saw, 2Hp 7 1/4" Circular
05) 5 Chisel, 5 Pc. Set
search
06) 6 Motor, 2hp Submersible
07) 7 Gauge, Hi-pressure
08) 8 1" Steel bolts
Product of B.C.
09) 9 Lathe, Wood
10) 10 Compressor, Air
11) 11 Saw, Table 4' x 6'
12) 12 Oil Lubricating 1L
Hi-grade Synthetic
13) 13 Saw, 8Hp 14" Circular
Concrete / Wood / Steel
F1=next ShF1=prev F3=Search Z=Zoom D=Detl
F6=InActv F7=Find U=User defined P=P.O.info
L=Label O=Order
Make a selection, or press F2 for more selections, or F11 for help at any time

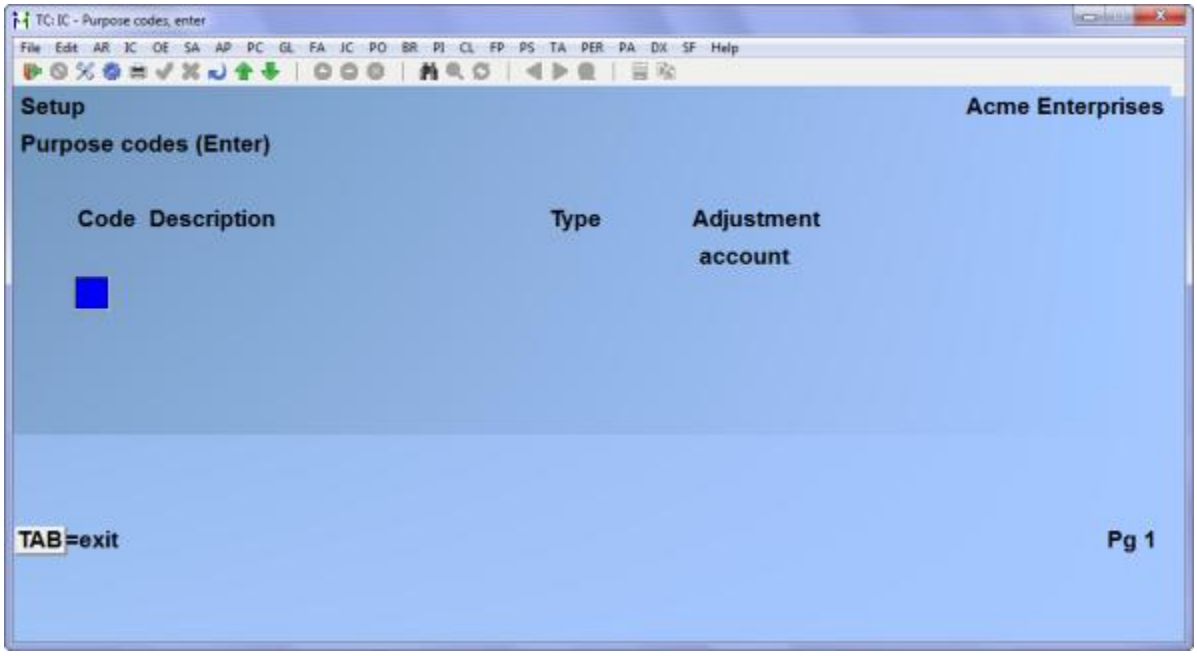
Chapter 16

Purpose Codes

Within Inventory you have the option of tracking adjusting inventory transactions by the reason the transaction occurred. How often have you looked at an adjusting inventory transaction but had no idea why it occurred?

With *Purpose Codes* you can set up a table of codes and then apply a code to a transaction either during manual entry, or when creating adjustment transactions for physical counts.
To turn on the use of purpose codes on, go to ***[F2]*** » *Set up* » *Control information* and set the '*Use purpose codes for adj trx ?*' field to **Y**. Next, you will need to set up a table of purpose codes in ***[F2]*** » *Set up* » *Purpose codes*.

You will see


TC: IC - Purpose codes, enter
File Edit AR IC OE SA AP PC GL FA JC PO BR PI CL FP PS TA PER PA DX SF Help
Setup
Acme Enterprises
Purpose codes (Enter)
Code Description
Type
Adjustment account
TAB=exit
Pg 1

Each purpose code includes a type which narrows the scope of the code to breakage, count, return, or other. In addition, each code can also optionally include a G/L expense account which will be used as the default adjustment account within the inventory transaction.

Areas where purpose codes show up include:

1. **Inventory:** For optionally applying to individual adjustment transactions.

2. **View:** The code will show up in the view facilities for I/C history, and lot detail.

3. **I/C History Report:** A new option is available to narrow the I/C history report down to one specific purpose code, or code type (breakage, count, return, or other). The purpose code is printed for adjusting transactions in the form of **A-XX**, where **XX** is the purpose code.

4. **Physical Count:** When creating physical count adjusting transactions you are prompted for the purpose code to apply to the transactions. This is useful if you have multiple types of purpose codes for physical counts; i.e. cycle, spot, annual, etc.

Building business and technology relationships.

Chapter 17

Price Points

Go to ***IC -> F2 -> Set up -> Control information -> Use markup codes*** must be set to [Y]

When using markup codes, the new price may be rounded according to a mask of price points. These price points may be entered in Inventory, Setup, Price points.

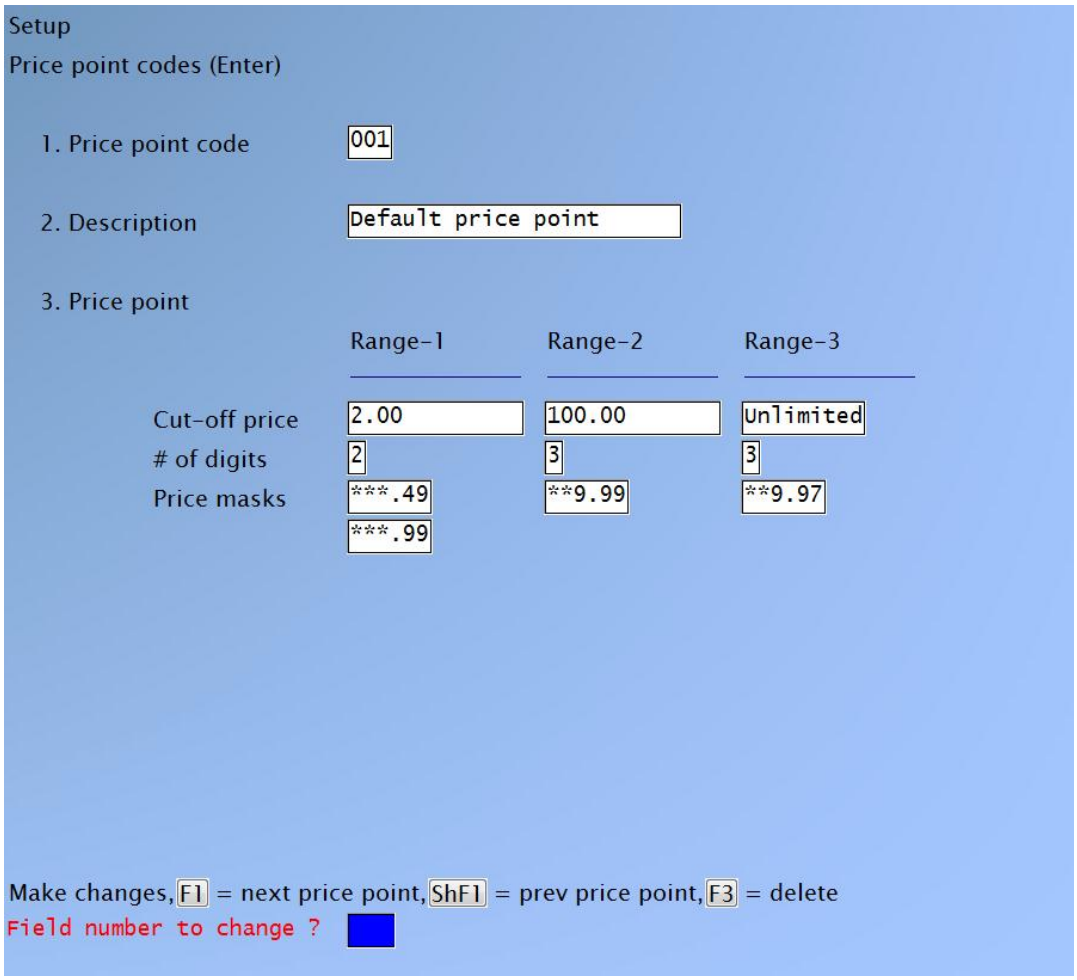
Price Points

A "price point" is a particular price at which merchandise is sold. For example, the price points in your store might be $0.79, $1.79, $2.79.

By selecting a rounding method of P or I in the markup code price level, you can ensure that each calculated price coincides with one of your price points.
In our example ($0.49, $0.99), a two-digit "price mask" of "49" and "99" defines the price points for any price that falls below $2.00. In other words, no matter what price under $2.00 was calculated, the last two digits of that price are "masked" with either "49" or "99".

Some businesses require multiple price masks, or even different prices masks for different price ranges of goods. Price points allow you to define up to three distinct price ranges and up to sixteen price masks within each range.
You would define your price points as follows:

Go to **INVENTORY→ SETUP→PRICE POINTS**



Price changes are calculated in the normal manner. Then, if you specified **I** as the rounding method, the price is "rounded" to the next higher price point. If you specified **P**, the price is "rounded" to the closest lower or higher price point.
Your entry for the Range-2 "Cut-off price" must be higher that the "Cut-off price" for Range-1, and Range-3 must be higher than Range-2. Press **[Enter]** for "Unlimited" when entering the cut-off price for the last range to be defined.

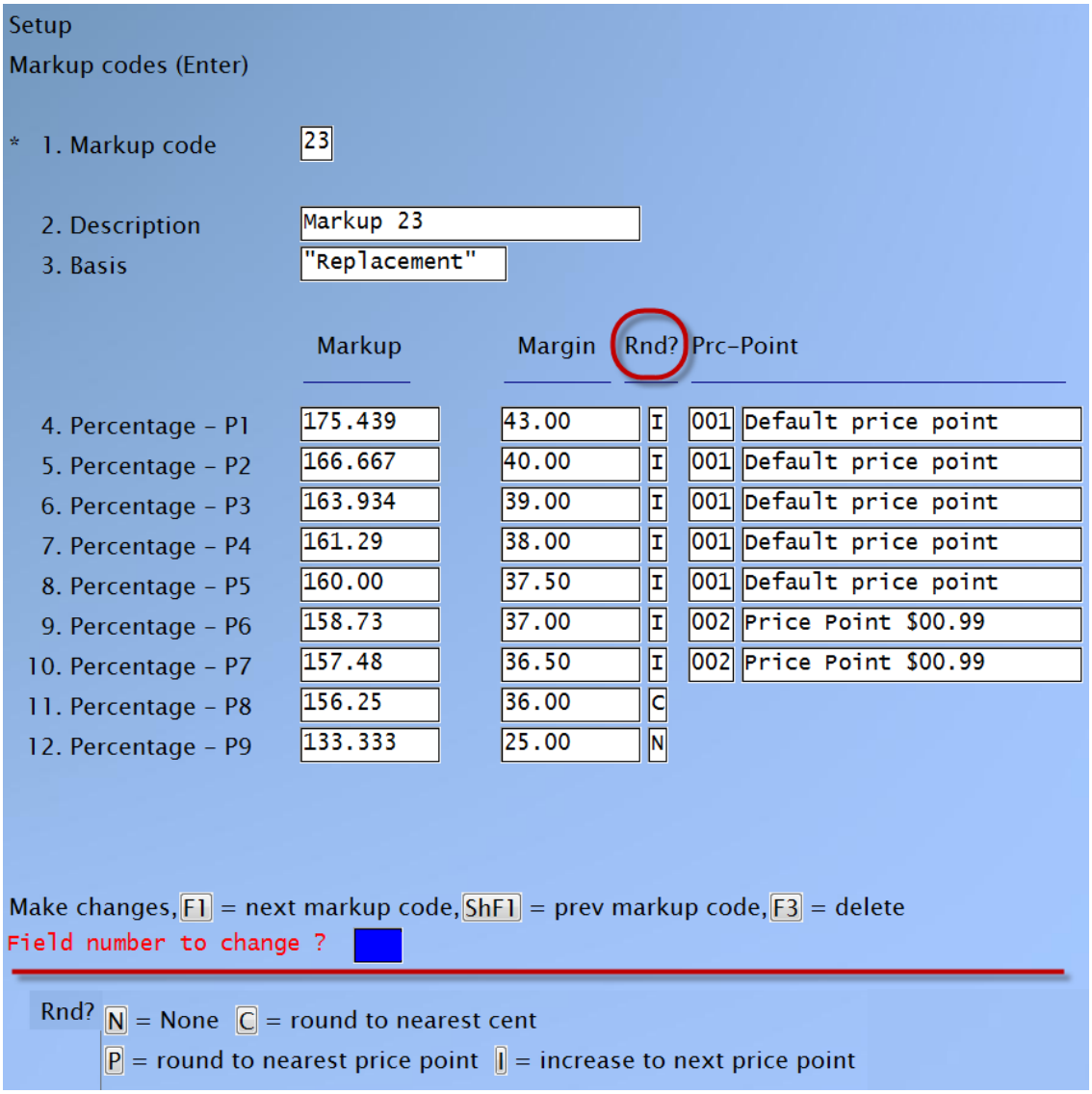
Your entry for "# of digits" to be entered for the price masks must be between 1 and 5, and cannot be greater than the number of digits entered for the value of "Cut-off price".

For "Price masks", up to 16 masks may be entered for each range and the masks within each range must be ascending. Press [**Enter**] when completed entering the masks in a range. If you specified 3 or more for "# of digits", you must enter a decimal point in the appropriate position of each mask.

Go to **INVENTORY→ SETUP→MARKUP CODES**

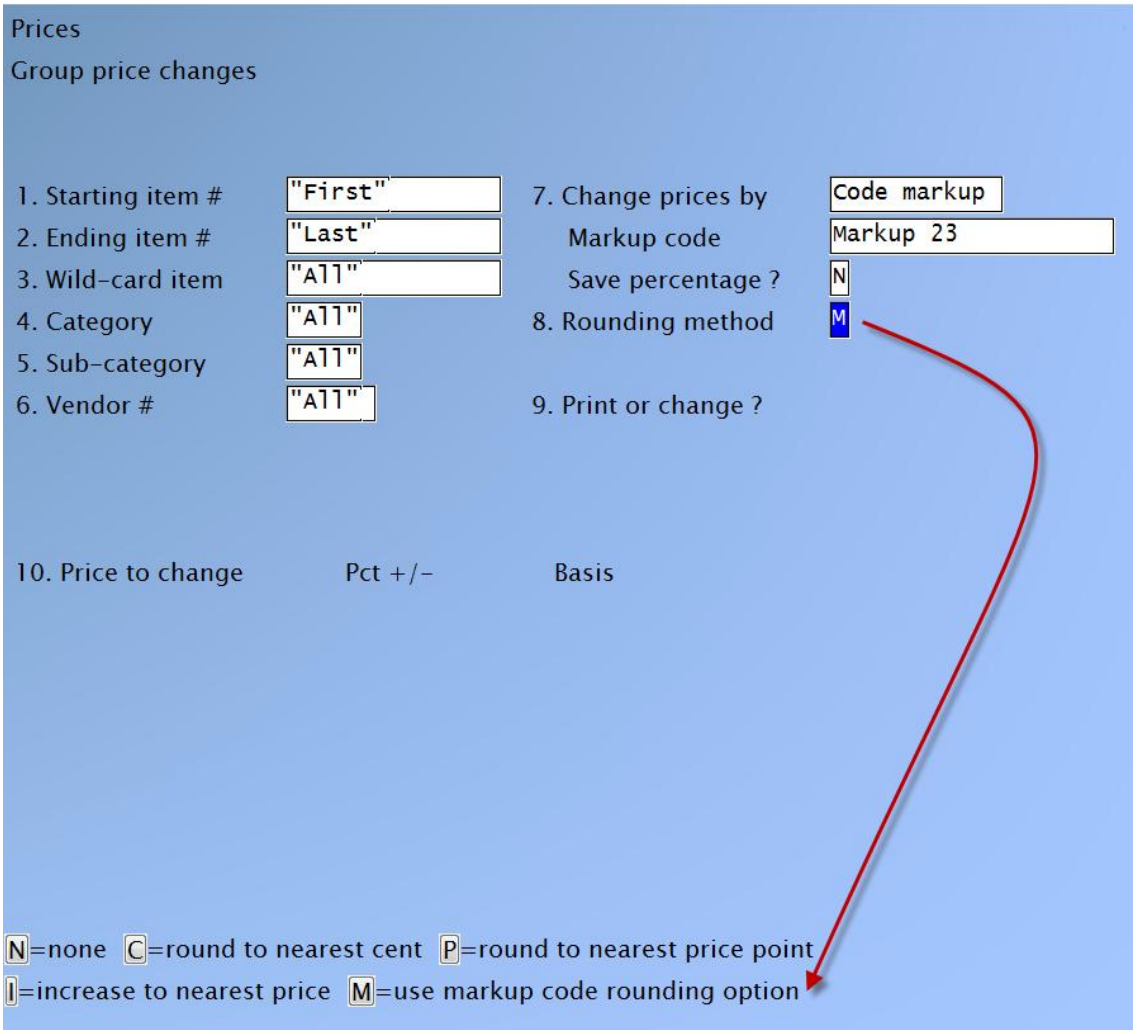
Markup Codes

For many businesses, pricing is done as a fixed percentage of the replacement cost. Commodity items with pricing changes on an almost daily basis can be cumbersome to handle. This function allows businesses requiring this type of pricing flexibility to adjust selling prices quickly and easily.
Briefly, markup codes consist of markup percentages for each price level. When you set up your items you can include a markup code. On a regular basis, you can then simply run the *Recalculate item prices (Markup codes)* to recalculate the price levels for your items using the percentages in the markup codes and your item(s)'s replacement cost. You may also use markup codes in the Group Price Changes function.

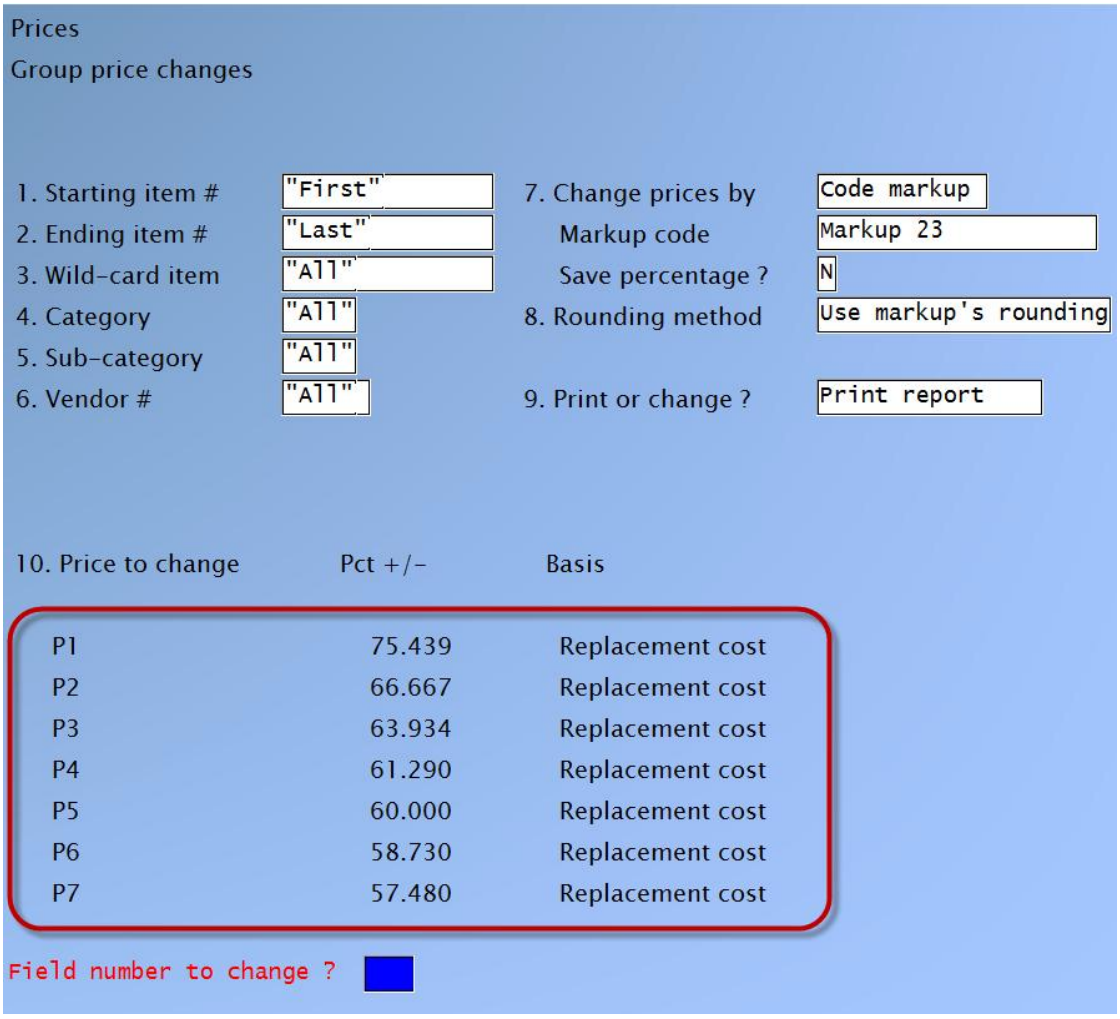

Setup
Markup codes (Enter)
* 1. Markup code 23
2. Description Markup 23
3. Basis "Replacement"
Markup
Margin
Rnd?
Prc-Point
4. Percentage - P1 175.439 43.00 I 001 Default price point
5. Percentage - P2 166.667 40.00 I 001 Default price point
6. Percentage - P3 163.934 39.00 I 001 Default price point
7. Percentage - P4 161.29 38.00 I 001 Default price point
8. Percentage - P5 160.00 37.50 I 001 Default price point
9. Percentage - P6 158.73 37.00 I 002 Price Point $00.99
10. Percentage - P7 157.48 36.50 I 002 Price Point $00.99
11. Percentage - P8 156.25 36.00 C
12. Percentage - P9 133.333 25.00 N
Make changes, F1 = next markup code, ShF1 = prev markup code, F3 = delete
Field number to change ?
Rnd? N = None C = round to nearest cent
P = round to nearest price point I = increase to next price point

The new price may be rounded to the nearest cent (C), changed to the nearest price

point (P), or increased to the next price point (I). The new price may not have any rounding (N). If you choose either P or I, you may then enter the Price Point Code for each price level that is affected by the markup code.
If you are using the group price changes feature, you may use the markup code's rounding options.



Choosing this option, will fill in the table in field 10 according to the markup code


Prices
Group price changes
1. Starting item # "First"
2. Ending item # "Last"
3. Wild-card item "All"
4. Category "All"
5. Sub-category "All"
6. Vendor # "All"
7. Change prices by Code markup
Markup code Markup 23
Save percentage ? N
8. Rounding method Use markup's rounding
9. Print or change ? Print report
10. Price to change
Pct +/-
Basis
P1 75.439 Replacement cost
P2 66.667 Replacement cost
P3 63.934 Replacement cost
P4 61.290 Replacement cost
P5 60.000 Replacement cost
P6 58.730 Replacement cost
P7 57.480 Replacement cost
Field number to change ?

Chapter 18

Items

Information on each item in your inventory is kept in the Item file. This chapter describes this file and tells how to set it up.

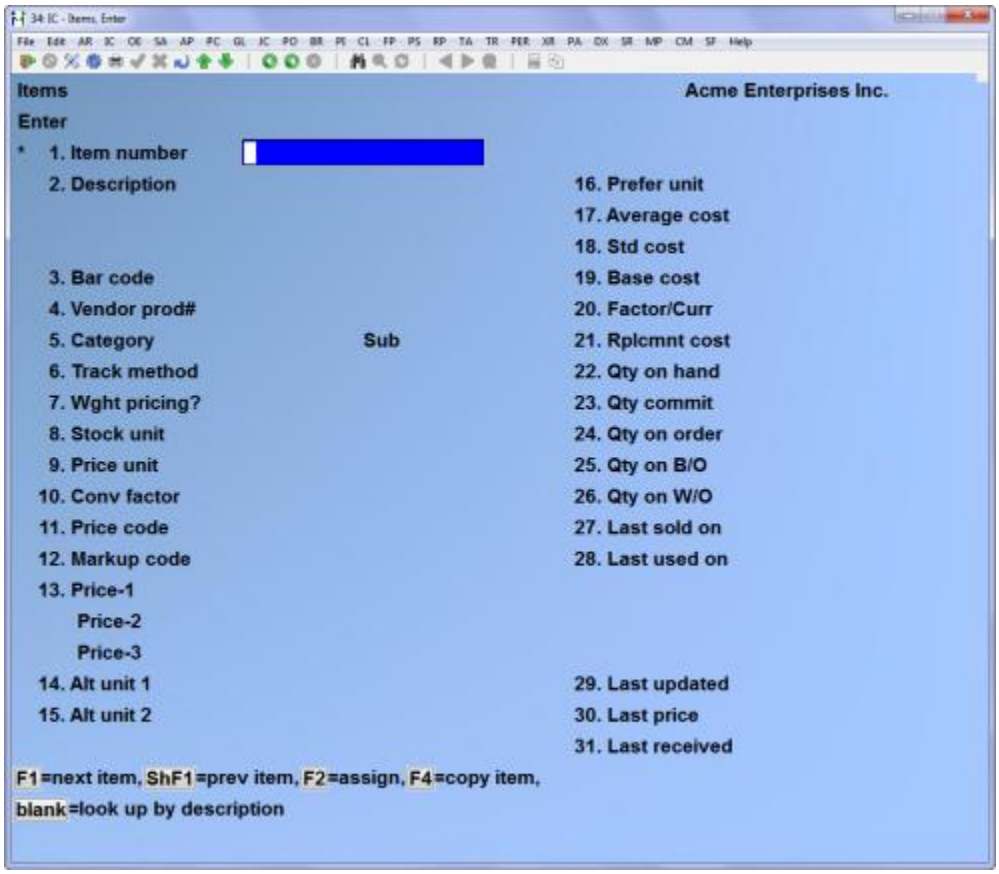
Use this selection to enter items and to print item lists.

NOTE: You will notice that many fields have a **[?]** beside them. This means that you can enter **[?]** to look up a valid field entry from the *Find* window.

NOTE: *Print change log* displays only if the "Use change log?" question was answered **Y** in *Company information*.

Entering Items

From the I/C menu, select *Items*. Then from the *Items* menu, select *Enter*.



From this screen you can work with both new items and those which already exist in your inventory. If an item with the item number you enter already exists, its information appears and is available for changes or deletion.

NOTE: The option of pressing **[F4]** to copy an item is only available if you have setup the *I/C Quick Entry* default item in the I/C *Control Information*, and the default item has been entered in *Items / Enter*.

Enter the information as follows:

[?] * 1.Item #

Enter the item number, or use one of the options:

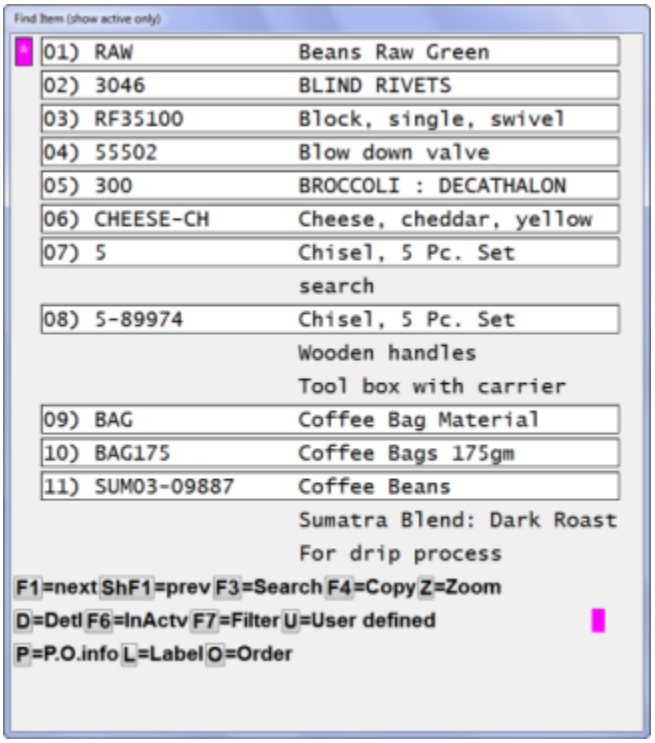
Options: [F1]/[ShF1] To scan through the items on file

[Enter] Leave the item number blank to enter the description of an existing item instead of an item number. For example, if you are looking for "Drill", type **DRILL** (or **D**) to locate the item. If you press **[Enter]** while at the item description field you will be able to search for an item by the vendor product code.

[F4] If you have the *I/C Quick Entry* set up you can create a new

item by copying the record for an existing item (see the section below *Copying items*).

[?] to begin the search for an item, the system will display a pop-up window as follows:


Find Item (show active only)
01) RAW Beans Raw Green
02) 3046 BLIND RIVETS
03) RF35100 Block, single, swivel
04) 55502 Blow down valve
05) 300 BROCCOLI : DECATHALON
06) CHEESE-CH Cheese, cheddar, yellow
07) 5 Chisel, 5 Pc. Set
search
08) 5-89974 Chisel, 5 Pc. Set
Wooden handles
Tool box with carrier
09) BAG Coffee Bag Material
10) BAG175 Coffee Bags 175gm
11) SUM03-09887 Coffee Beans
Sumatra Blend: Dark Roast
For drip process
F1=next ShF1=prev F3=Search F4=Copy Z=Zoom
D=Detl F6=InActv F7=Filter U=User defined
P=P.O.info L=Label O=Order

You have the following options:

[F1] To advance 1 page down
[ShF1] to advance 1 page back
[F3] To search, **[F1]** for first, or enter to switch to another search option, (i.e. barcode, vendor product #, user defined fields)
[F4] to copy the item selected (to the entry screen)
[Z] To open a zoom window, Prices, on hand info
[D] To view warehouse detail
[F6] In Active (to view only inactive items)
[F7] Filter – You have the following options:
- **[F1]** to turn off the filter
- **[F2]** to toggle between entry modes to "match case exactly"
- **[F3]** Regular expression – are used to search and manipulate text based on patterns.

[U] To view user defined information for a highlighted item
[P] If you are using *Purchasing* you can view the PO information on a highlighted item.
[L] label - to print a quick item label on a highlighted item
[O] If you are using *Billing*, you can view the orders on file for

the highlighted item.

For an existing item, you may also enter (or scan) the item bar code. If the item number entered is not found in the item file, then this number is searched for in the barcode field. If it is not found in the barcode field, then the multiple barcodes list is searched. If the number is found as a barcode, then the item number corresponding to the barcode entered is displayed in the item number field. Any number greater than 15 characters is assumed to be a barcode, as item numbers are restricted to 15 characters.

Miscellaneous Items

An item number that starts with an asterisk (*) signifies a "miscellaneous" item. A miscellaneous item is one for which no quantities are tracked, and whose description and price are not considered permanent.

Miscellaneous items allow you to set up catch-all inventory items to represent a variety of different items for which you do not wish to create separate item records. For example, a miscellaneous item could be used to track such things as service charges.

Miscellaneous items are "non-inventory" items and cannot be processed through the *Inventory* selection. Miscellaneous items may be sold through Point of Sale (P/S), Billing (O/E+), Sales Management Solutions and Professional Invoicing (P/I). When entering a miscellaneous item in these packages, you can enter its description and price. Quantities on hand are not monitored by the system for miscellaneous items.

You may wish to create miscellaneous item records in the Item file for broad categories of items which have the same taxable status, sales account, etc., as well as miscellaneous items to be used in kit definitions to represent overhead costs.

Copying Items

If you have the *I/C Quick Entry* option configured, you can press **[F4]** at the **Item number** field to create a new item using the same information from an existing item. This can speed up the data entry for similar items. For example, if you have a number of items which are very similar but must be tracked separately, you can create one item and then copy it to create a new item and make any changes to the new item.

After pressing **[F4]** to copy, enter the number of the item you want to copy from and then the number of the new item you are creating. You can then make any changes to the new item.

Note that the new item will not have any historical figures or quantities as these

fields are zeroed out.

Item Defaults

If you have the *I/C Quick Entry* setup, you have the option of setting default values, locking out entry of certain fields, and skipping past fields which are rarely entered.

For detailed instructions on setting up the item defaults feature, refer to the chapter titled *Control Information*.

For an existing item:

After you have selected an existing item, you have these options:

Options: **[F1]/[ShF1]** To scan through the items on file

[F3] To delete the current item (see below)

[F2] To enter alternate items (described later in this chapter)

[F5] To access the Margin Assistant, the price levels are listed 1-9 for all that are used, the profit amount using Average cost and the associated profit margin.

[F6] To enter or change item notes (described later in this chapter)

[F7] To enter or change status information (see the chapter titled *Status*)

[ShF5] to access or set up the Vendor item file

[PgUp/Dn] Move between the 1st and 2nd page of info

Deleting an Item

An item can be deleted when no status information (explained later in this chapter) exists for it, or if the status records contain no quantities on-hand, committed, on-order, on backorder, or on work orders. There must also be no inventory history on file for the item.

2. Description

Enter the item description.

When you enter tickets through P/S, orders through O/E, invoices through P/I, or sales through I/C, you may select inventory items by entering the first few characters

of the description. In addition, a number of reports print in alphabetical order by description. Therefore, you may want to use words that describe the item's basic identity first, then a more specific feature of that item.

You can enter item descriptions using upper and lower case letters (instead of all upper case). However, if you do so, be aware that the computer considers upper and lower case letters to be different. In addition, upper case letters are sorted alphabetically before lower case. This means that "Toy", "toy", and "TOY" are viewed as different words, and are printed in the following order: TOY, Toy, toy.

If you specified in *Control information* that your item keywords are derived from the item description, each separate word of 3 or more characters in the applicable line of description is considered a "keyword". A space or comma indicates the end of a word. Keywords can be used in the *View (Items)* and P/S *Tickets (Enter)* selections to search for an item, without regard to upper and lower case letters.

3. Bar code

Bar codes are an alternate method to identify an item throughout Inventory Control Plus and Point of Sale. A bar code can be entered instead of the item number to specify a particular item.

Enter the bar code for the item, or use one of the options:

Options: **[F2]** To enter up to 8 different bar codes for the item

[F3] To enter an 11 digit UPC-A code and have the system calculate the checksum digit for you

[Enter] To leave this field blank

A bar code may be entered from the keyboard, or it may be scanned by using a bar code reader.

If one or more bar codes are entered, each must be different from any other bar code or item number.

4. Vendor prod #

(See field's 34 through 36 for further information on how vendor information is used in Purchase Order and Purchasing.)

Enter the vendor's specific product number, or use the option:

Option: **[F1]** To default to the item number.

This is the number which the vendor uses to identify this product.

An item can be searched for by vendor number/vendor product number or vendor product number in the *View items* and *P/S Tickets (Enter)* selections if you selected in *Control information* to use these keyword methods.

[?] 5. Category

(If you said **Y** to **Validate category codes ?** in the *Control information* function, the code entered in this field must have already been setup using the *Category codes* function.)

Enter a code of your choice that identifies the category of this inventory item.

Two classifications are provided by which to categorize each item: "Category" and "Sub-category".

Entering a category and sub-category are optional.

The two classifications are used as sorting and selection parameters for various item-related reports in Inventory and Sales Analysis. For example, a report could be printed for only "Drills" used in "Plumbing" by assigning a category of DRILL and a sub-category of PLUMB.

An item can be searched for by its category/sub-category or sub-category in the View items and P/S Tickets (Enter) selections if you selected in *Control information* to use the category/sub-category or sub-category keyword methods.

We suggest reviewing your inventory items prior to data entry to determine groupings that may be used to standardize the categories and sub-categories.

You may wish to specify the item's department as its category.

Sub:

(This field is not validated against the codes entered in the *Category codes* function.)

A sub-category is a second method of classifying inventory items, and can be used with "Category" as described above.

Enter a code of your choice to identify the sub-category of this inventory item. This field is skipped if a "Category" is not entered.

6. Track method

Enter a code to specify the method of tracking this item:

- **N** for normal tracking.
- **A** for always serialized tracking.
- **S** for sometimes serialized tracking.

B for lot balance tracking.
D for lot detail tracking.

These codes are used in Inventory, Purchasing, Point of Sale, and Billing.

N is for normal tracking where neither serial nor lot numbers are requested for the item during entry. You may press **[Enter]** to default to **N**.

N is the only valid entry for miscellaneous items (those whose item number begins with an asterisk), or if **Back order control?** is set to **N** in *Setup / Control information*. Back order control is required in order to use serialized and/or lot controlled items.

A is used for always serialized items. A serial number must be entered for this item when entering inventory transactions, when tickets are entered in P/S, and when orders are processed in O/E.

S is used for items which are sometimes serialized. A serial number is requested but not required for this item during entry of inventory transactions, tickets, and orders. For "always" and "sometimes serialized" items, each serial number is tracked prior to and following its sale.

For an existing serialized item, the tracking method of **A** or **S** cannot be changed if serial numbers exist or if components are tracked.

B is used for lot balance tracking. A lot number must be entered for this item during entry of inventory transactions, tickets, and orders. However, only the balance of each lot is kept.

D is for lot detail tracking. It tracks both the lot balance and the detail of every transaction processed for this item's lots.

Changing an Item's Tracking Method

The tracking method for an existing item cannot be changed if the **Back order control?** option in *Setup / Control Information* is set to **N** or if the **B/O code** for the item in *Items / Enter* is set to **X**.

In addition, the tracking method cannot be changed if there is any quantity on back-order for the item.

7. Wght pricing?

Answer **Y** or **N** to identify whether or not this item is sold by weight.

If **Y** is entered, a weight and price (per weight measure) must be entered for this item during entry of order transactions in O/E. This allows you to price the units by weight while selling them in their appropriate stocking quantities.

For example, when you purchase pre-packaged ham it is stocked by the package. However, it is sold to the customer by the kilogram. In this circumstance you would stock the hams by the PKG but sell them at so much per Kg.

Stocking Unit, Pricing Unit, and Conversion Factor

Stocking unit, pricing unit, and conversion factor (described below) are used in P/S, SMS, O/E, and P/I for price calculation. However, no conversion between stocking and pricing units is done in I/C. When you are using I/C without Point of Sale, Billing, Sales Management Solutions or Professional Invoicing, the stocking unit and pricing unit you enter should be the same, with a conversion factor of 1.

8. Stock unit

Enter the unit of measure in which you stock this item. An item may be stocked and sold in units of EACH, BOX, CASE, etc. Each item is stocked in only one stocking unit. The stocking unit is normally the same as the selling unit.

Enter the stocking unit or use the option:

Option: [F1] to use a stocking unit of EACH

9. Pricing unit

Enter the pricing unit or use the option:

Option: [F1] to use the stocking unit as the pricing unit

On certain items, the unit of measure on which pricing is based may be different from the stocking unit. The pricing unit entered in this field allows you to record this different unit of measure.

For example, paper is often stocked and sold by the ream, but priced per 1000 sheets. Its stocking unit would be REAM and its pricing unit would be MSHT.

10. Conv factor

The conversion factor shows how many stocking units are in a pricing unit.

The entry for the conversion factor depends upon the relationship between the stocking unit and pricing unit:

Stocking unit and pricing unit are the same- For example, if the stocking unit and pricing unit are EACH/EACH or BOX/BOX, the conversion factor is automatically set to 1.

Stocking unit is smaller than the pricing unit - For example, if an item is stocked by the dozen and priced by the gross, the conversion factor would be 12. There are 12

dozen (stocking unit) in one gross (pricing unit).

Stocking unit is larger than the pricing unit - For example, if an item is stocked by the box (8 each in a box) and priced by EACH, the conversion factor would be 0.125. There is 1/8 of a stocking unit in a pricing unit.

Note that the conversion factor is used only for the purpose of price calculation, and only within Point of Sale, Sales Management Solutions, Billing, and Professional Invoicing.

[?] 11. Price code

Enter the price code that will be used to determine the price and discount (or markup) structure for this inventory item, or press **[Enter]** to skip this field.

The price code entered here is used by Point of Sale, Sales Management Solutions, Sales Management Solutions, Billing, and Professional Invoicing in conjunction with the prices (or costs) for the item.

For codes that have a price type of 3 (discount price basis by quantity ordered within customer type) or 6 (mark up price basis by quantity ordered within customer type), a generalized description will display rather than one you entered, as there can be several customer types associated with each type-3 and type-6 price code.

[?] 12. Markup code

Enter the markup code that will be used to recalculate the selling price for this item when an inventory receiving or *Recalculate item prices (Markup codes)* is entered (see the chapter titled *Markup Codes* for further details), or use the option:

Option: [Enter] to use no markup code.

This option displays "(Not applicable)" if the field **Use markup codes?** is set to **N** in *Control information*.

13. Price-1 through 9

Enter prices 1 - 9, that customers can be charged for a pricing unit of this inventory item. Normally, the first prices would be the highest price charged for the item, and the rest in descending order.

NOTE: The number of prices displayed depends on the number of prices set in *Control information* (see the chapter titled *Control Information* for further details).

14. Alt unit
15. Alt unit

(Entry is not allowed in field numbers 14, 15, or 16 for items with a tracking method

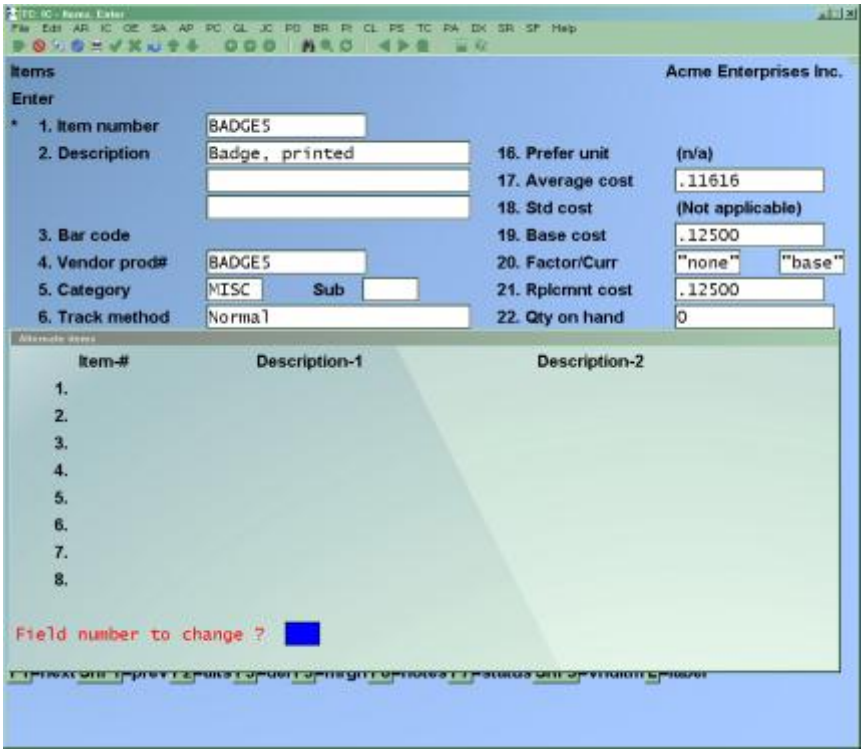
of "always serialized" or "sometimes serialized".)

If this item can be sold or received in units other than the stocking unit, enter up to two alternate units for this item. You can press **[Enter]** at "Alt unit 1" to skip these fields if the item can be sold only by the stocking unit.

For example, an item that is normally stocked and sold as EACH might also be sold as a CASE.

If you enter an alternate selling unit, it should generally be a larger unit of measure than "Stock unit", but this is not mandatory.

If you enter an alternate unit for field number 14 or 15, the following window displays to enter additional information about the alternate selling unit:



Enter the alternate unit information as follows:

Alternate unit

Enter the alternate unit of measure this item is to be sold in. Enter spaces in this field to delete the alternate unit.

(Stocking units) per (alternate unit)

Enter the number of stocking units in each alternate unit, or use the option:

Option: **[F2]** For “Switch unit” to change the field to display/enter the

(alternate units) per (stocking unit).

NOTE: If the number of stocking units per alternate unit includes decimals, "rounding" errors may accumulate in this item's "Qty on hand". To minimize any rounding error, enter only whole numbers in this field, or use the **[F2]** option to change the units to enter a whole number of alternate units per stocking units.

[?] Price code

Enter the price code that will be used to determine the price and discount (or markup) structure when selling this unit of the item, or press **[Enter]** to skip this field.

Price-1 through Price-9
Enter up to nine prices that customers can be charged for this item when sold in this unit, where Price-1 is usually the highest price and Price-9 is usually the lowest. If the *Price unit* entered is different than the *Stock unit*, the prices entered here are per pricing unit, not alternate unit.

For example, the item "Eggs" may have a stocking unit of EACH and a pricing unit of DOZ, with a conversion factor of 12. If your alternate unit is TRAY, with 24 EACH per TRAY, and you enter $0.80 in this field, this is the price per DOZ when sold in this alternate unit. When a TRAY of "Eggs" is sold in Point of Sale, its price would be $1.60.

If the *Price unit* entered is the same as the *Stock unit*, the prices entered here are per alternate unit, not pricing unit.

For example, with the same item "Eggs", the stocking unit and pricing unit may both be EACH, with a conversion factor of 1. If your alternate unit is TRAY, with 24 EACH per TRAY, and you enter $0.80 in this field, this is the price per TRAY when sold in this alternate unit. When a TRAY of "Eggs" is sold in Point of Sale, its price would be $0.80.

After the information is entered for each alternate unit, field numbers 20 and 21 change to show Price-1 for the unit.

F2 switch unit or Any change?

Enter **N** to save alternate unit pricing and return to item entry screen, or enter **Y** to modify the alternate pricing information, or use the option:

Option: **[F2]** For "Switch unit" to switch the units between *(alternate units) per (stocking unit)* and *(stocking units) per (alternate unit)*.

16. Prefer unit

If you entered at least one alternate unit, enter your preferred selling unit for this

item. Enter one of the alternate units, or press **[Enter]** to default to the stocking unit.

The preferred unit is used as the default selling unit for this item during the P/S *Tickets (Enter)* selection. A different selling unit may be selected during ticket entry.

If this item has no alternate units, "Not applicable" displays and an entry is not allowed.

17. Average cost

An entry is allowed in this field for non-miscellaneous items only when initially adding the item, or if "Average cost" and "Qty on hand" are currently zero. This field is automatically updated when posting inventory transactions.

If you need to change the average cost, enter and post a series of adjustment transactions, so that the appropriate distributions to G/L are made. Refer to the section titled *Notes on Average Cost* in the chapter titled *Inventory* for details.

The average cost is the average cost of inventory currently on-hand per stocking unit.

18. Std cost

(When you select LIFO, FIFO, or average as the inventory valuation method in *Control information*, this field displays "Not applicable" and an entry is not allowed.)

If Standard Costing Inventory is used, enter the standard cost. The "standard cost" is the cost you have set as standard for one stocking unit of the item being entered. The cost set by you in the Item file is not updated by the system. Later, if the actual cost of the item varies from the standard cost, the variance (difference) will be reported separately.

The “standard cost” can only be changed if “Allow protected changes?” is turned on in the *Control Information*. Before changing the “standard cost” on any item, Credit Memo/Adjustment Variance and Purchasing Variance account amounts must be allocated appropriately in the General Ledger (see the appendix titled *Standard Cost Valuation*).

19. Base cost

If you turned factor codes on in *Control information*, this field is the material cost of the item before the landed cost factor has been added on. This cost will be updated by the system when an inventory receiving or adjusting transaction is entered.

Entry in this field is optional.

[?] 20. Factor code

Enter the factor code to be applied to the base cost for this item to establish the actual or landed cost.

Entry in this field is optional.

21.Rplcmnt cost

Enter the replacement cost of the item.

"Replacement cost" is the cost of a stocking unit of an item at the last purchase. It is updated automatically when a receiving is entered.

If base costs are used with factor codes, the replacement cost is the actual or landed cost of the item after applying the factor codes upon receiving.

Replacement cost is used as a default cost for miscellaneous items.

Miscellaneous Item Costs in Kits

Read the following information if you are using kits, and you wish to include the cost of miscellaneous component items in the value of your inventory.

If you are using work orders or Kits Plus, and you do not wish to increase the value of your inventory for the miscellaneous components used when assembling work orders, enter a standard and/or replacement cost of zero. If you enter a standard and/or replacement cost (field number 18 or 21) for a miscellaneous item which is used as a component, then at the time the work order or kit assembly is posted, distributions for the miscellaneous item cost are made.

The item's standard or replacement cost is debited to the item's inventory account (specified in field number 39) and credited to the item's expense account (specified in field number 41).

Miscellaneous Item Costs when Posting Sales

If you are using P/S or O/E and want to record costs for miscellaneous items, enter a replacement cost for the item. In P/S and O/E, that cost displays and prints, and is used to calculate gross profit.

When the sale of the miscellaneous item is posted, its cost will be debited to its inventory account, and credited to its expense account. (If you don't want distribution entries made, enter identical account numbers for these two accounts.)

Although it is called an "inventory" account, it doesn't represent "inventory", because a miscellaneous item is not "on hand". A more accurate term than "inventory" account

would be "contra expense", because it is used to reduce expenses. If the “inventory” account for the item is setup in *Setup / Inventory Accounts* as a “Miscellaneous cost applied” account, then the inventory distributions associated with the sale will report in the “Miscellaneous Costs Applied” section of the Distribution Report. The example below should clarify the use of this term.

For example, you offer your customers the option of having specially painted versions of your product. To invoice your customers, you have a miscellaneous item, *CUSTOM. You want to carry a "cost" for your custom painting, so that your profit figures and your commissions appear as you want them.

For the *CUSTOM's inventory account, you could specify "Salary expense", and for its expense account "Custom expense applied". When a sale is posted, money you previously expensed or will expense ("salary expense") would be reclassified into your cost of goods sold ("Custom expense applied").

22.Qty on hand

An entry in this field is not allowed. The field is updated during the posting of inventory transactions. If the stocking unit is anything except EACH, the stocking unit is shown here.

If necessary, this field can be corrected using the *Recalculate inventory quantities* selection on the *File recovery utilities* menu.

23.Qty commit

An entry in this field is not allowed. The quantity committed is updated automatically when inventory transactions are entered and posted in I/C, when orders are entered in O/E or SMS, when invoices are entered in P/I, and optionally when tickets are entered in P/S.

If your stocking unit is anything except EACH, the stocking unit is shown here.

If you enter a backorder code of "X" in field number 48 (on the next *Items* screen), quantity committed for this item is not tracked.

If necessary, this field can be corrected using the *Recalculate inventory quantities* selection on the *File recovery utilities* menu.

Quantity Available

During the processing of inventory, it is desirable to keep track of the available quantity of any given inventory item.

This is accomplished through use of the quantity committed field, which is updated by various I/C, O/E, SMS, P/I, and P/S selections.

"Quantity committed" is the number of items which have been committed for sale that are not yet posted. It allows you to determine the quantity that you have available for sale. You do not have to wait until you post inventory (or orders in O/E, invoices in P/I, or tickets in P/S) to determine availability of inventory.

The available quantity of any given item is determined by the following formula:

Quantity Available = Qty on hand - Qty committed

Note that the quantity available is calculated automatically. The following example is given so that the purpose and use of the quantity committed field can be more readily understood. Assume an item with a quantity on hand of 12 and a quantity committed of 0. If a sale transaction is entered (but not posted) with a quantity of 7, the quantity on hand remains at 12, but the quantity committed changes to 7. Following the above formula, it can be seen that the available quantity is 5 (12 - 7 = 5).

At this point, prior to posting, assume a receiving of 10 is entered (but not posted) for the item. To keep the above formula true, the receiving amount is subtracted from the quantity committed, resulting in a quantity committed of -3 (7 - 10 = -3).

From this, the quantity available can be accurately determined to be 15, as reflected in the above formula (12 - (-3) = 15).

The quantity on hand and the quantity committed are set to their proper levels during posting. Continuing with the above example, after posting the sale and the receiving, the quantity on hand is set to 15 and the quantity committed is set to zero.

The above example illustrates that transactions which reduce inventory have their quantities added to the quantity committed field. Transactions which increase inventory have their quantities subtracted from quantity committed.

24. Qty on order

If you have specified in *Control information* that you are using Purchase Order, the quantity that your company has on order from your vendor displays in this field.

No entry is allowed, as this field is automatically updated when you run the Purchase Order or Purchasing package.

If you are not using Purchase Order or Purchasing, "Not applicable" displays.

If necessary, this field can be corrected using the *Recalculate inventory quantities* selection on the *File utilities* menu.

25. Qty on B/O

This field displays the quantity of this item which your customers have ordered that is

on backorder. The "Qty on B/O" is shown if:

- you specify in field number 48 to keep track of back-orders for this item, and
- you are using O/E, or
- you are using P/I and are using back-orders in P/I.

This field is automatically updated when an O/E order or a P/I invoice is posted, assuming the above conditions are met.

If necessary, this field can be corrected using the *Recalculate inventory quantities* selection on the *File utilities* menu.

26. Qty on W/O

If you do not use kits, this field displays "(Not applicable)".

This field shows the quantity of this item currently being assembled on work orders which have not yet been issued or which have been issued but have not yet been completed.

If necessary, this field can be corrected using the *Recalculate inventory quantities* selection on the *File utilities* menu.

27. Last sold on

When initially adding an item, "None" displays for this field. You may enter the last date this item was sold when "Field number to change?" appears.

This field is updated when an inventory sale is posted (if the sale date is later than the date already in the field). When Kits Plus is used, this field can also be updated when kits are assembled, based on the "Component update method" in the I/C Control file.

Format: MMDDYY

28. Last used on

If you do not use either Kits or Job Cost, this field displays "(Not applicable)".

If you are using kits or Job Cost, "None" displays for this field when adding an item. You may enter the last date this item was used on a work order or on a job (as opposed to a sale) when "Field number to change?" appears.

This field is updated when a job usage entry (from Job Cost) or a work order assembly entry is posted (if the usage date is later than the date already in the field). This field can also be updated when kits are assembled, based on the "Component update method" in the I/C Control file.

29. Last updated

When initially adding an item, "None" displays for this field. You may enter the last date on which this item was updated when "Field number to change?" appears

This field is only updated whenever the item record is changed.

30. Last price

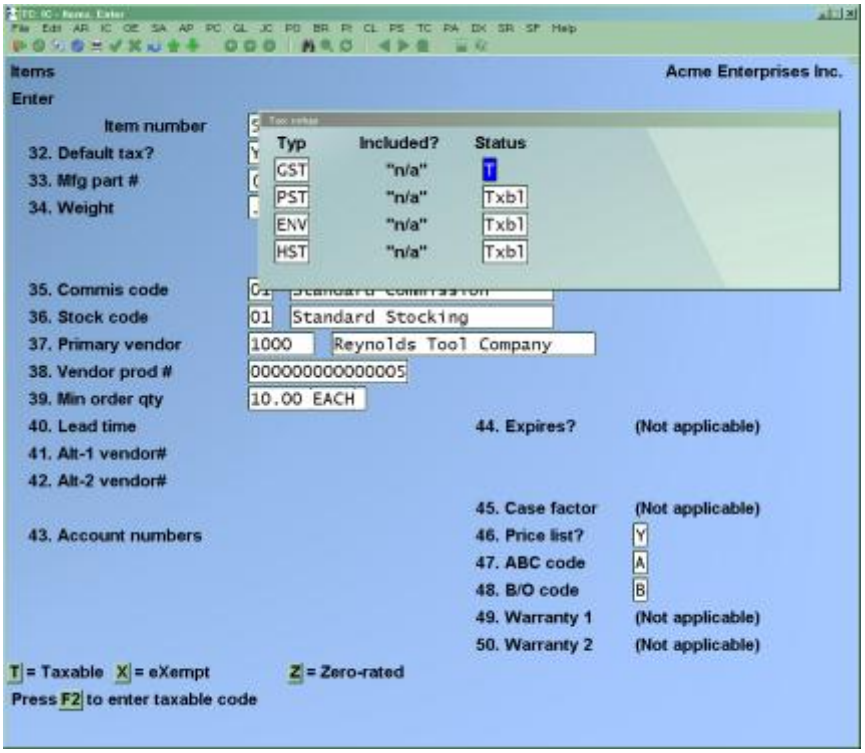
When initially adding an item, "None" displays for this field.

This field is updated whenever an automatic price change occurs (from inventory receiving or adjustment transactions, or the change price function).

Make changes as usual.

31. Last received date

This field is updated each time a receiving transaction occurs for each item.



Enter information as follows:

32. Default tax?

(This function is only applicable if you are using O/E+, P/S, SMS, P/I or will be importing sales transactions for processing.)

If you are not familiar with how taxes are handled in the system we highly recommend that you read the chapters titled *Taxes* and *Handling Taxes* in the *System Functions* manual now before continuing.

Inventory automatically provides default tax information when adding a new item. This information is drawn from the *Tax types (Taxes)* in *System Functions*. A window appears for you to enter the following information.

Type

The list of tax types is displayed. Make any changes to the following fields for each type. Up to 15 tax types can be displayed at one time.

Included?

(If you answer N to using taxes in the selling price in *Company data (System Functions)* this field is skipped.

Answer **Y** if the tax is included in the selling price. At the time of sale the tax will be removed from the selling price for reporting on the invoice or receipt.

Status

Enter **T** if the item is taxable, **X** for exempt, **Z** for zero rated, or use the option:

Option: [F2] to enter a taxable code.

When you are finished with the tax status, press **[Tab]**.

Mfg part #

Enter the manufacturer's part number; if there is more than one part number to track the user can press [**F2**] to enter a list.

Weight

(This option is only available if the *Use weight per items?* is turned on in *Setup* (*Control information)*.)

Enter the per unit shipping weight for this item. This will be used by *Billing* for calculating shipping weights and for printing on waybills and orders.

(LB/KG)

Press **[Enter]** to use the default unit of measure for the shipping weight (from *Setup* (*Control information))*, or input either **LB** (pounds) or **KG** (kilograms). When entering a line item in *Billing* you will have the option of switching between the two units of measure for the shipping weight.

34. Volume

(This option is only available if the *Use volume per item?* is turned on in *Setup* (*Control information*).)

Enter the per unit shipping volume for this item. This will be used by *Billing* for calculating shipping volumes and for printing on waybills and orders.

(M/FT/YD)

Press **[Enter]** to use the default unit of measure for the shipping volume (from *Setup* (*Control information))*, or input **M** (metres), **FT** (feet) or **YD** (yards). When entering a line item in *Billing* you will have the option of switching between the three units of measure for the shipping weight.

[?] 35. Commis code

Enter the commission code that will be used to calculate the sales rep's commission on a sale of this item, or press **[Enter]** to skip this field.

36. Stock code

Enter the stock code that is used for reporting the stocking status of this item, or press **[Enter]** to skip this field.

Stocking status codes are used primarily for indicating how an item is purchased or stocked. For example, a stocking status code of 01 may indicate that it is a standard stocking product. On the other end of the spectrum, a stock code of 99 may indicate that this item is now discontinued, and no longer stocked.

Entering Vendor Information

Field numbers 4 and 36 through 38 can be used to enter information about the vendor for this item. This information is shown on the Purchasing Advice Report.

If you plan to add Purchase Order (P/O) or Purchasing (P/A) later, you should enter this vendor information now. When you run the appropriate Load options in the Purchasing module, this information is automatically transferred to the Vendor Item file for the Purchasing module.

Add vendor-item record during item entry

When using vendor items with the module **Purchasing**, entry of a vendor-item in ***IC → ITEMS → ENTER*** will automatically create the vendor item record in the PA module. If **Purchasing** is not being used, skip this section.

Setup
In ***PURCHASING → F2 → SETUP → CONTROL INFORMATION***, the flag ***USE VENDOR***

ITEMS must be set to [***Y***]. If the flag is set to [***N***] and vendor items are not required, skip this section.
Usage
In ***IC → ITEMS → ENTER***, on the second screen where the fields for ***PRIMARY VENDOR*** and ***VENDOR PRODUCT #*** are set, if the ***USE VENDOR ITEMS*** flag has been set to [***Y***] in the control file, the system will check to see if the entered vendor number/vendor item number combination exists in the **Purchasing** module. If it does not, the prompt ***VENDOR ITEM NOT DEFINED. DO YOU WISH TO SETUP?*** will be displayed. The default is [***Y***] and the function for adding a vendor item record is then displayed for entry and creation. The same behaviour is available for the ***ALT VENDOR 1*** and ***ALT VENDOR 2*** fields and the [***SHIFT-F5***] can be used as well to directly access the vendor item record for further maintenance.

[?] 37. Primary vendor

Enter the vendor number of the current primary vendor.

If you are using Accounts Payable and answered **Y** to validate vendor number in *Control information*, the number is verified against the A/P Vendor file. If the number you enter is not on file in A/P, you may override the warning message and proceed.

If A/P is used, enter the number of the current primary vendor or use one of the options:

Options: **[F1]** To find the next vendor in the A/P Vendor file

[F2] To skip entry of a vendor and proceed

[Enter] To look up the vendor by name in the A/P Vendor file

If you are using A/P and press **[F2]** to skip entry of a vendor, field numbers 37 through 40 are also skipped.

38. Min order qty

Enter the minimum order quantity the vendor will accept for this item.

Then enter the unit in which the vendor sells this item (CASE, LITR, DOZ, EACH, etc.) or use the option:

Option: **[Enter]** for your stocking unit

39. Lead time

Enter the usual time (in days) that the vendor requires to fill your order for this item. If you are not sure how long the lead time is, press **[Enter]**.
The lead time will appear on the Purchasing Advice Report.

[?] 40. Alt vendor 1
[?] 41. Alt vendor 2

Optionally, enter another two alternate vendors for this item.

[?] 42. Inventory acct #

Enter the balance sheet inventory account for this item or use one of the options:

Options: **[F1]** for the default inventory account from the I/C Control file

[F2] To scan through the valid inventory accounts on file

Receivings for this item will debit this account, and sales of this item will credit it. See the summary in the chapter titled *Inventory* regarding postings to inventory accounts.

NOTE: Miscellaneous items (item number beginning with *) must be assigned inventory accounts of type **C** (Miscellaneous costs applied). See the chapter titled *Inventory Accounts*.

If you wish to change the inventory account for an item, see the discussion at the end of this chapter.

[?] 43. Sales acct #

Enter the account number for this item's sales account, or use the option:

Option: **[Enter]** for the default sales main account number in the I/C Control file

This account is used by Point of Sale, Billing, and Professional Invoicing when posting sales distributions for this item.

See the description of "Default sales account" in the chapter titled *Control Information* which explains how this main account is combined with a profit centre during posting (if you are using profit centres) in order to obtain an actual G/L account to credit for the sale of the item.

[?] 44. Expense acct #

Enter the account number for this item's expense; cost of goods sold account, or use the option:

Option: **[Enter]** for the default expense main account number in the I/C Control file

This main account is used by Inventory, Point of Sale, Billing, and Professional

Invoicing when posting the cost of sales for this item. When an item is sold, the cost of the item is debited to this account, and the B/S Inventory Account is credited. See the description of "Default expense account" in the chapter titled *Control Information* which explains how this main account is combined with a profit centre during posting (if you are using profit centres) in order to obtain an actual G/L account to debit for the cost of goods sold.

45. Cr-memo acct #

Enter the account number for returns of this item, or use the option:

Option: **[Enter]** for the default credit memo account number in the I/C Control file

This account is used by Inventory, Point of Sale, Billing, and Professional Invoicing when posting credit memos (returned goods) for this item. The cost of the returned merchandise is credited to this account, and the B/S Inventory account is debited.

See the description of "Default credit memo account" in the chapter titled *Control Information* which explains how this main account is combined with a profit centre during posting (if you are using profit centres) in order to obtain an actual G/L account to credit for the returned goods.

[?] 46. B/S liability account

Enter the balance sheet account used during the posting of receivings in *Inventory*.

When receivings for an item are posted, the item's balance sheet inventory account is debited and the liability account is credited. The liability account could be either your A/P account (if you are not using the Accounts Payable module), or an un-invoiced receivings account (if you are using Accounts Payable - the A/P account is credited, and the B/S liability account debited when the un-vouchered receiving is vouchered).

[?] 47. Disc account

(An entry in this field is required only if you have said **Y** to **Use item discount account** in *Control information*.)

Enter the discount account used during the distribution of sales in Point of Sale, Billing, or Professional Invoicing.

When sales are distributed, the sale amount before any discounts is debited to the sales account, and the discount on the sale is to each item's discount account. When an invoice discount percentage or amount is applied rather than a line item discount, the total discount is prorated by price to the discount accounts for each line item on the invoice.

If you answered **N** to **Use item discount account** in *Control information*, the amount after discounts is debited to the sales account(s) and no distributions are made for the discount amount.

Case factor

(This field is only available if the **Use case/unit processing?** field in *Control information* is set to **Y**. Otherwise it displays "(Not applicable)" and is skipped.)

Note: Alternate selling units is the preferred method for working with cases, and is discussed earlier in this chapter. The case unit processing feature was implemented by Samco as an enhancement prior to the implementation of alternate selling units. It is maintained here for customers still using this method of working with cases.

Enter the number of stocking units that make up the case, or press **[Enter]** to default to 1 if case unit processing is not required for this item.

The case conversion factor is used to specify how many units are contained in the case item. If the conversion factor is anything but **1**, then the unit item will be created automatically by the system.

The unit item number will be the same as the case item number with the exception of a U at the end

For example, product "A" is always sold by the case (24 units in a case). However, a customer needs to purchase a single unit. When the item is sold, the case is broken to fulfil the single unit purchase. In the inventory an item would be set up for "A" being sold by the case. If the case factor is set to 24 (24 units in a case), the system would automatically create an item AU to account for the individual units. In the example sale, the case item ("A") would be reduced by 1, the unit item ("AU") increased by 24 individual units, and the unit item ("AU") reduced by 1 unit to account for the sale.

If you are changing a case item, the fields for the unit item will automatically be updated, with the exception of the quantity fields.

Price list?

Answer **Y** if you wish to include this item on the price list. If the item is a component of a kit and is never sold alone, you would not want to include it on the price list.

ABC code

This code is used by the *ABC analysis (Reports)* selection in I/C and by two reports in P/O. For an explanation of what the ABC code is, see the chapter in this manual titled *ABC Analysis*.

You can enter one character (**A**, **B** or **C**), but you don't have to enter it because it can

be automatically set when you run *ABC analysis*. You can skip this field by pressing **[Enter]**.

B/O control

Enter a code to indicate whether this item can be back ordered for customers, and whether or not committed quantities are tracked for this item.

Enter **B** if the item may be backordered, and quantity committed is tracked.

Enter **N** if the item may not be backordered, and quantity committed is tracked.

Enter **X** if the item has no back order control.

If **X** is selected here, no committed quantities will be tracked for the item in O/E, P/I, P/S, and I/C.

Enter **B** to indicate that it is acceptable to back order the item (in O/E or P/I), or **N** to indicate that it is not acceptable to backorder the item. Regardless of your entry, you will still be able to backorder or not backorder the item in O/E or P/I. Your entry here should be such that normal conditions are accommodated.

If **X** is entered, no attempt is made to determine whether there is sufficient stock of the item to meet an order. Thus, the entire quantity ordered is assumed to be the quantity to ship.

X is a valid entry only for an item with a "Track method" (field number 6) of "normal". It is also the only allowable entry for miscellaneous items (those items where the item number begins with *). **X** is the only valid entry for an item if you specified in *Control information* that there is to be no backorder control.

Warranty 1

An entry is allowed in this field only for an item with a tracking method of "always" or "sometimes serialized".

Enter the number of warranty days to be added to the invoice date (transaction date) for a sale of this item.

The number of days you enter here is used to calculate the default expiration date for the first warranty period on the item.

Warranty 2

An entry is allowed in this field only for an item with a tracking method of "always" or "sometimes serialized".

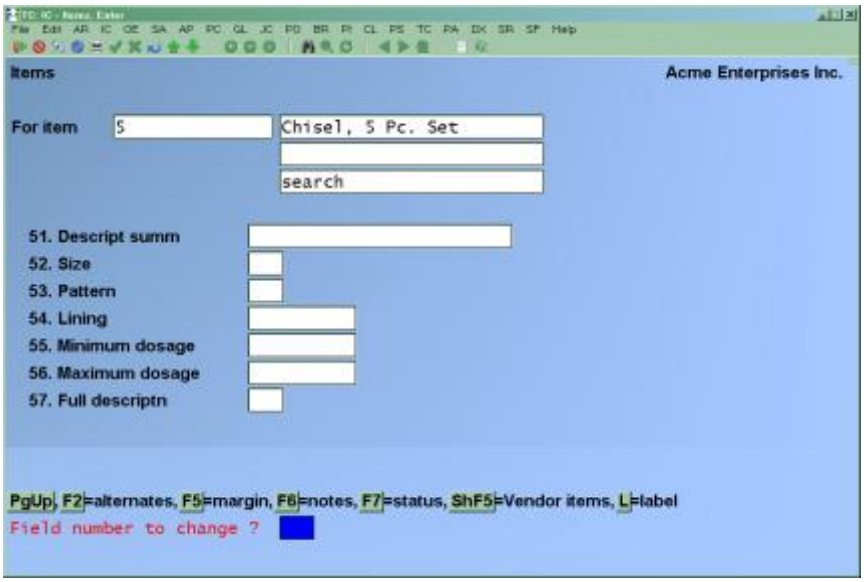
Enter the number of warranty days to be added to the invoice date (transaction date)

for a sale of this item.

The number of days you enter here is used to calculate the default expiration date for the second warranty on the item.

User defined fields:

If the *Use user defined fields?* field is set to **Y** in *Control Information*, a third entry screen will display for entry of user defined fields similar to the following (depending on what user defined fields have been set up in *(Setup) User defined fields*.



Enter information appropriate to the type of field the user defined field is set up as. If the field is a Code field use "?" to display a selection list of codes allowed for the field. You may also use the option:

Options: [F1] to skip all user defined fields on this page.

If there are more than 15 user defined fields, another page will appear for the remaining fields. Complete all fields as above, or use the **[F1]** option to skip the fields.

For a new item:

If you are entering a new item, a window appears, allowing you to enter status records (see the chapter titled *Status*), item notes (described later in this chapter), or alternate items (described later in this chapter).

For an existing item:

For an existing item, press **[Enter]** and the first *Items* screen reappears for entry of another item.

Item Notes

You can enter an unlimited number of notes about this item. Each note is given a date/time stamp so that you can browse through the notes in time sequence later. Each note is restricted to 10 lines of text.
Item notes are only available within the I/C module. They can be viewed in the *Items (Enter)* and *View (Items)*, or printed on item reports under the *Items* sub-menu.

NOTE: This notes function is different from the *Extended Functions* notes. Item notes entered here are not accessible through the *Extended Functions* and vice versa.

A menu at the bottom of the "Notes" area shows three selections:

Menu

Pressing **[F1]** brings up a number of selections. Each selection is described below:

Save	After entering a note, this selection permanently saves the note
New	Start a new note. If you have made any changes to the current note, those changes are lost.
Delete	Permanently deletes the note
Jump	Allows you to enter a specific date for viewing notes.
Change date	Change the date and time this note was entered.
Abandon	Abandon any changes to the current note and exit the notes function.
Exit	Exit the notes function.
[PgUp]	View an earlier dated note.
[PgDn]	View a later dated note.
[Home]	View the earliest dated note (oldest).
[End]	View the newest note on file.

Text entry

When you select to enter a note, the cursor is positioned for you to enter the first line of the text of the note.

While entering a note the following keys and rules apply:

[Enter] Completes the entry of a line of text and moves the cursor to the next line.

AutoWrap The text editor will automatically wrap the typed text to the next line once you reach the end of the line. For example if you were typing "superb" and only had enough room left on the line for "sup" the entire word would be automatically moved to the next line.

[F1] Access the menu selections described in the previous section.

[Esc] Exit the note function without saving the changes to the current note.

[Tab] Exit the note function and save the changes to the current note.

[F2] Begin entering a new note.

[F3] Edit the next note on file.

[F4] Edit the previous note on file.

Alternate Items

If you select *Alternate items*, a window appears for you to enter up to eight substitute items which may be sold to a customer in place of the item ordered.

These alternate items may be selected in P/S, O/E, or P/I as replacement items for the primary stock item.

[?] Item-#

Enter item numbers for up to eight alternate items, or use one of the options:

Options: **[F1]** to scan through the items on file

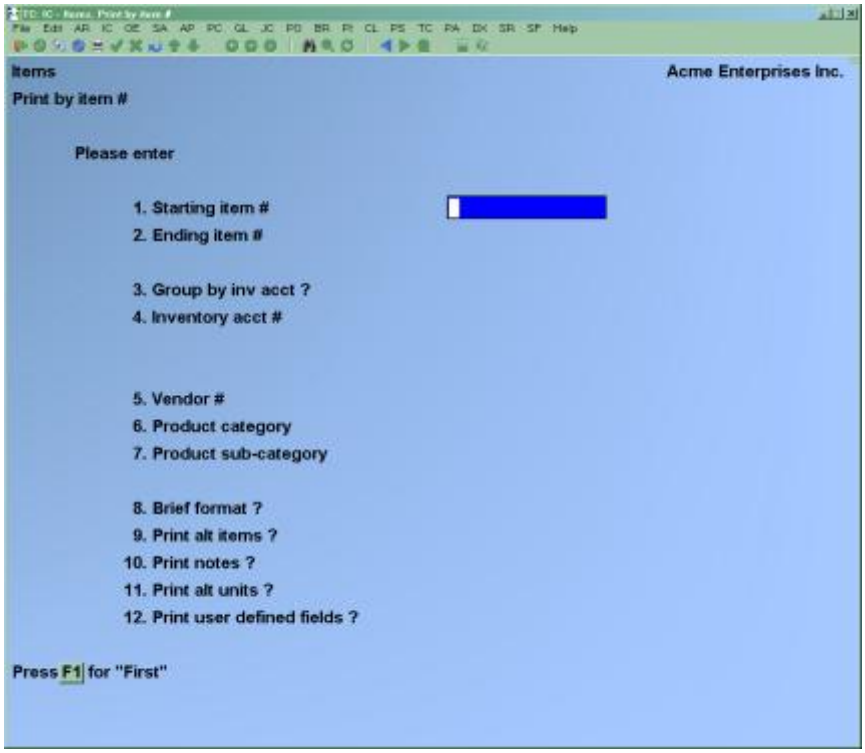
[Enter] Leave the item number blank to look up the item by description instead of by number.

The item number must exist in the Item file.

Printing a List by Item #

From the *Items* menu, select *Print by item #*.

You see:



Enter the information as follows:

[?] 1. Starting item #
[?] 2. Ending item #

Specify the range of item numbers to include. Follow the screen instructions.

3. Group by inv acct?

Answer **Y** to print the items in order by inventory account number.

Answer **N** to print them in item number order. If you answer **N**, the next field displays "(Not applicable)".

[?] 4. Inventory acct #

Enter the inventory account for which to print the list, or use one of the options:

Options: **[F1]** For the default inventory account

[F2] To scan through the inventory accounts on file

[Enter] For "All" inventory accounts. Items will print in item number order within each inventory account

[?] 5. Vendor #

Enter a vendor number or use the option:

Option: [F1] For "All" vendor item #'s.

[?] 6. Product category
[?] 7. Product sub-category

This is the "Category" and "Sub-Category" you assigned while entering items earlier. Enter a product category and/or sub-category to include only items of this category and/or sub-category, or use the option:

Option: [F1] For "All" product categories or sub-categories

If you are validating category codes as set up in *Control information* the code entered here must have been set up in the *Setup (Category codes)* and/or *Setup (Sub-category codes)* functions.

8. Brief format?

Answer **Y** if you want a brief / summary item listing, or **N** for all item information.

The brief version of the report prints one line per item (single spaced). The information on the report includes the item number, first line of description, category, first price, replacement cost, quantity on hand, quantity available, location, vendor, and whether or not the item is serialized.

If you answer **Y**, the remaining fields are skipped.

9. Print alt items?

Answer **Y** to print alternate items (if any) for each item on the list.

10. Print notes?

Answer **Y** to print notes for each item on the list. Notes entered using the *F8 - Extended Functions* notes are not printed - only notes entered while in *Item (Enter)* are printed.

11. Print alt units?

Answer **Y** to print alternate unit information for each item on the list.

12. Print user defined fields?

(*This field only appears if you answer* **Y** *to the* **Use user defined fields?** *question in*

Setup (Control information).)

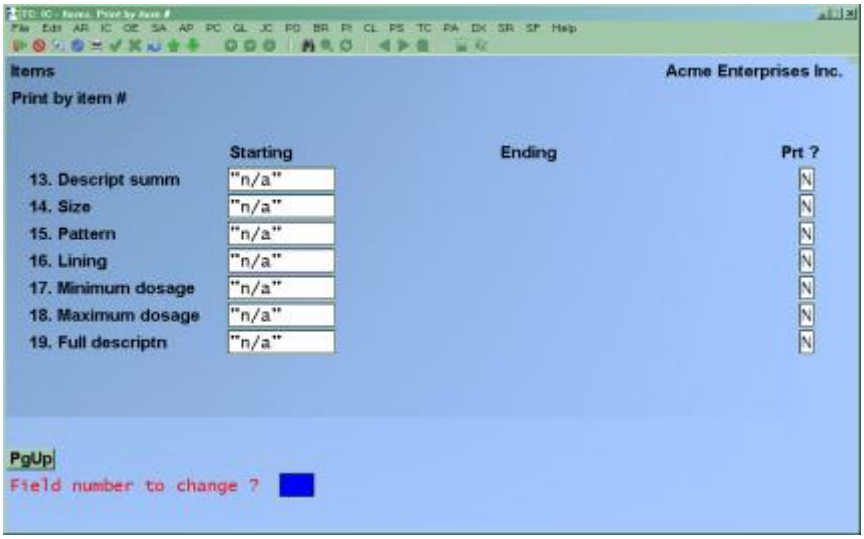
Answer **Y** to print user defined fields or to select items based on user defined fields.

Which condition

Answer **A** to select ranges of user defined fields so that items must be within all the ranges selected in order to be printed - a logical AND.

Answer **O** to select and print all items within any of the user defined field ranges entered - logical OR.

If you answered **Y** to the field *Print user defined fields?* the following screen will appear to further select items based on the user defined fields.



For each user defined field, enter the following information:

Starting

Enter the field value that is alphabetically lowest (first) in the range of values to search for in the user defined field, or use one of the options:

Option: **[?]** to select a specific code if the user defined field is a code type field

[F1] For the first field value

[F2] To skip this field for selection criteria, although the field can still be printed

Ending

Enter the field value that is alphabetically highest (last) in the range of values to

search for in the user defined field, or use one of the options:

Option: **[?]** to select a specific code if the user defined field is a code type field

[F1] For the last field value

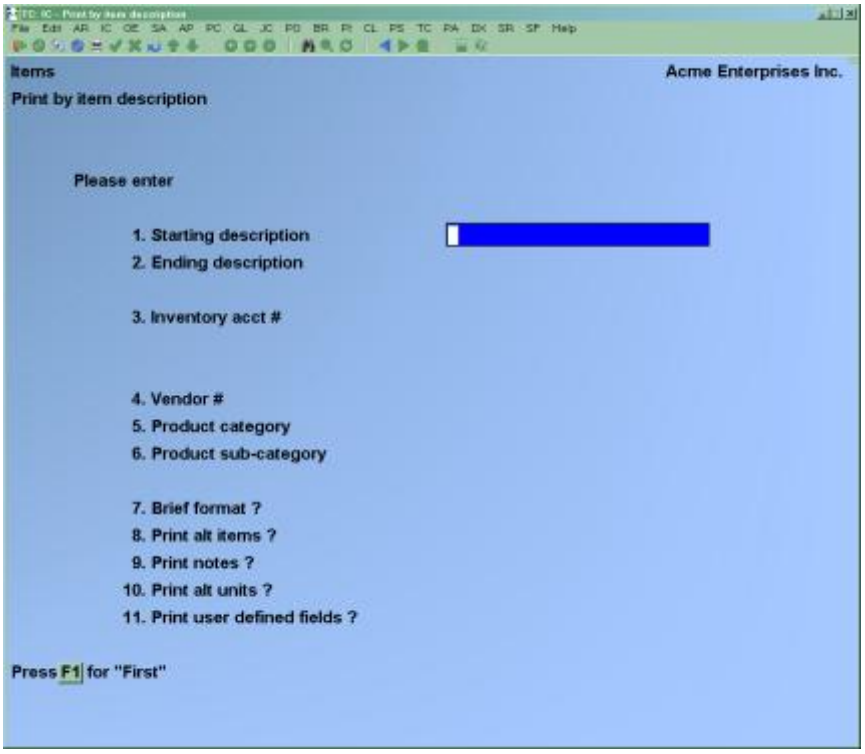
Prt?

Enter **Y** to print the user defined field on the item report, or **N** to not print the field on the report.

Printing a List by Item Description

From the *Items* menu, select *Print by item description*.

You see:



Enter the information as follows:

1. Starting description

Enter the item description that is alphabetically lowest (first) in the range of items to

be shown on the list, or use the option:

Option: **[F1]** for the "First" item description

2. Ending description
Enter the item description that is alphabetically highest (last) in the range of items to be shown, or use one of the options:

Options: **[F1]** for the "Last" item description

[Enter] For the same item as "Starting description", if you did not select "First" for the starting description

To be included, the description you enter here must be the full description of the item, since trailing spaces are alphabetically lower than any other characters.

For example, if you intend your list to end with the item “HUBCAPS, 57 MODEL”, and you enter “HUBCAPS, 57 MOD”, the item will not be on the list because HUBCAPS, 57 MOD----- is alphabetically lower than HUBCAPS, 57 MODEL. (The ----- represents spaces).

To include "miscellaneous tools" as the last item on the report, for instance, it is not sufficient to merely type "misc", "miscellaneous", or even "miscellaneous tool". You must type the item's entire description, or something like "misczzzzzz".

[?] 3. Inventory acct #

Enter the inventory account for which to print the list, or use one of the options:

Options: **[F1]** for the default inventory account

[F2] To scan through the valid inventory accounts on file

[Enter] For "All" inventory accounts. Items will print in item description order within each inventory account.

4. Vendor #

Enter a vendor number, or use the option:

Option: **[F1]** For "All" vendors

[?] 5. Product category
[?] 6. Product sub-category

This is the "Category" and “Sub-Category” you assigned while entering items earlier. Enter a product category and/or sub-category to include only items of this category and/or sub-category, or use the option:

Option: **[F1]** For "All" product categories or sub-categories

If you are validating category codes as set up in *Control information* the code entered here must have been set up in the *Setup (Category codes)* and/or *Setup (Sub-category codes)* functions.

7. Brief format?

Answer **Y** if you want a brief / summary item listing, or **N** for all item information.

The brief version of the report prints one line per item (single spaced). The information on the report includes the item number, first line of description, category, first price, replacement cost, quantity on hand, quantity available, location, vendor, and whether or not the item is serialized.

If you answer **Y**, the remaining fields are skipped.

8. Print alt items?

Answer **Y** to print alternate items (if any) for each item on the list.

9. Print notes?

Answer **Y** to print notes for each item on the list. Notes entered using the *F8 - Extended Functions* notes are not printed - only notes entered while in *Item (Enter)* are printed.

10. Print alt units?

Answer **Y** to print alternate unit information for each item on the list.

11. Print user defined fields?

(*This field only appears if you answer* **Y** *to the* **Use user defined fields?** *question in Setup (Control information).)*

Answer **Y** to print user defined fields or to select items based on user defined fields.

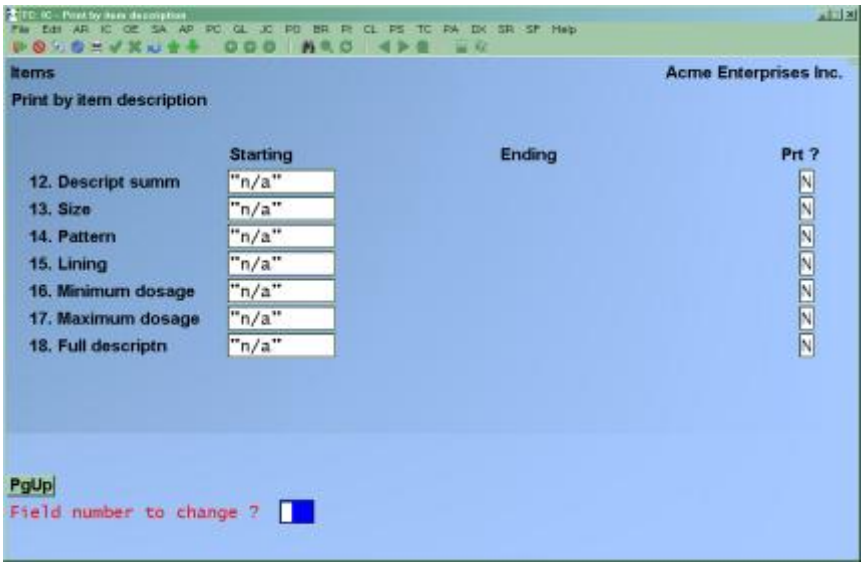
Which condition

Answer **A** to select ranges of user defined fields so that items must be within all the ranges selected in order to be printed - a logical AND.

Answer **O** to select and print all items within any of the user defined field ranges entered - logical OR.

If you answered **Y** to the field *Print user defined fields?* the following screen will

appear to further select items based on the user defined fields.



For each user defined field, enter the following information:

Starting

Enter the field value that is alphabetically lowest (first) in the range of values to search for in the user defined field, or use one of the options:

Option: **[?]** to select a specific code if the user defined field is a code type field

[F1] For the first field value

[F2] To skip this field for selection criteria, although the field can still be printed

Ending

Enter the field value that is alphabetically highest (last) in the range of values to search for in the user defined field, or use one of the options:

Option: **[?]** to select a specific code if the user defined field is a code type field

[F1] For the last field value

Prt?

Enter **Y** to print the user defined field on the item report, or **N** to not print the field on the report.

A sample list is included at the end of this chapter.

Printing Item Labels

Use this selection to print a set of labels for some or all of your items.

Refer to the chapter titled *Item Labels*, for an explanation of how to create item label formats and print item labels.

Purging Inactive Items

Use this selection to purge (remove) a group of inactive items from the Item and Status files, or to print a report showing the items that would be purged from the files.
An inactive item is one with no quantity on hand, quantity committed, quantity on order, quantity on back order, or quantity on work orders in any warehouse. In addition, the quantity and sales period-to-date and year-to-date for the item must be zero. Furthermore, the item cannot be a kit-item or component-item and there is no item history for the item.

When an inactive item is purged using this selection, its associated alternate item number information, notes, prices, and keywords are also purged from their respective files.

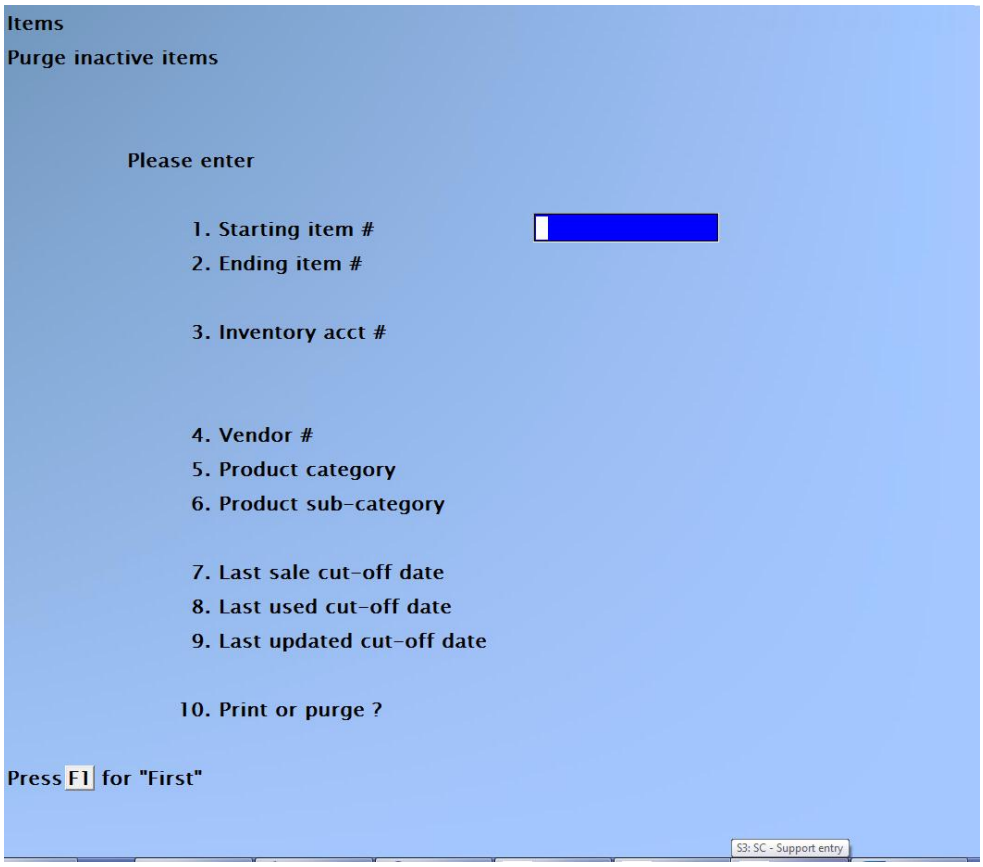
You may also use the *Items* selection to delete inactive items, one at a time.

A purge should be run as necessary to conserve disk space. (Disk space is not regained unless the records are physically removed by running the *File Utilities* selection to "rebuild" the Item and Status files. Refer to Appendix B for more information.)

To Begin

From page 2 of the I/C menu, select *Purge serial numbers*.

The screen displays as follows:



Enter the information as follows:

[?] 1. Starting item number
[?] 2. Ending item number

Enter the range of item numbers to be included in the purge. Follow the screen instructions.

Only sold serial numbers in the specified range of item numbers are purged.

3. Inventory acct #

Enter the inventory account for which to print the list, or use one of the options:

Options: **[F1]** For the default inventory account

[F2] To scan through the inventory accounts on file

[Enter] For "All" inventory accounts. Items will print in item number order within each inventory account

[?] 4. Vendor #

Enter a vendor number, or use the option:

Option: **[F1]** For "All" vendors

[?] 5. Product category
[?] 6. Product sub-category

Enter a product category and/or sub-category to include only items of this category and/or sub-category, or use the option:

Option: **[F1]** For "All" product categories or sub-categories

If you are validating category codes as set up in *Control information* the code entered here must have been set up in the *Setup (Category codes)* and/or *Setup (Sub-category codes)* functions.

7. Last sale cut-off date

Enter the last sales date for which sold items are to be purged, or use one of the following options:

Options: **[F1]** For “All” items, regardless of the date sold, including items with no last sold date.

[F2] Never sold.

All items with a last sold date after the cut-off date entered here are left on file.

8. Last used cut-off date

Enter the last used date for which used items are to be purged, or use one of the following options:

Options: **[F1]** For “All” items, regardless of the used date, including items with no last used date.

[F2] Never used.

All items with a last used date after the cut-off date entered here are left on file.

9. Last updated cut-off date

Enter the last update date before which items are to be purged, or use the option:

Option: **[F1]** For “All” items, regardless of the last date the item was updated (or added).

10. Print or purge?

Enter **1** to print a report showing the inactive items that would be purged, enter **2** to purge the file without printing a report, or enter **3** to print a report, and to purge the inactive items.

If you selected to purge the file, a screen then appears showing the files from which information will be deleted.

Prior to proceeding, you should ensure that you have a backup of these files. When you are ready to continue, answer **Y** to the question "Are you sure you wish to do this ?".

If you select to print the report only, the Inactive Items Purge List is printed, showing information on every item that would be removed from the file.

If you select to print and purge the file, the Inactive Items Purge Log is printed, prior to the items being purged.

If you select to purge items, the program purges from the Item and Status files all inactive items with "Last sold on" dates on or before the cut-off date specified. Alternate item information, special prices (warehouse-specific, sale prices, or contract prices), keywords, or notes that are defined for the purged items are also removed.

Printing the Item Change Log

If use of the optional change log was specified in *System functions (Company data)*, you can print the Item Change Log.

From the *Items* menu, select *Print change log*.

You are then asked whether the Change Log should be purged.

If you answer **Y**, there will be no option to display the log, and the log is cleared after it is printed. If you answer **N**, the log may be displayed, and the information is retained.

A sample Change Log is included at the end of this chapter. It shows what the result would be if item number 9 had originally been entered with "Price-1" as 348.00 and then "Price-1" had been changed to 354.00.

Item file cleanup

This feature deletes items based on the criteria that you set such as range of item numbers, inventory account(s), vendor, category, and sub-category. Items are deleted regardless of how much stock is on hand or committed. Associated status

records and item history records are also deleted. Invoice history for the item is retained. However, when viewing invoice history, only the item number will be included; the item description will be lost. Optionally, you can print a report of purged items and/or the items retained on file. This feature is designed to assist in a quick cleanup of obsolete items.

Setup

In order to use this feature, you must set up a "Stock code to purge" (e.g. 09) using ***IC → [F2] → SETUP → STOCK CODES.*** Following, you must mark each item to be purged by changing the Stock code field to match the "Stock code to purge" (e.g. 09). Else, you could mark each item with a stock code such as 01 for items that you do not want to purge.

Next:

Go to ***IC → ITEMS → CLEANUP ITEMS TO*** bring up the entry screen. Most of the fields on the entry screen are self-explanatory.

Stock code to purge: type the stock code and then specify the action required

e.g. Purge if stock code is equal to 09
Purge if stock code is not equal to 01

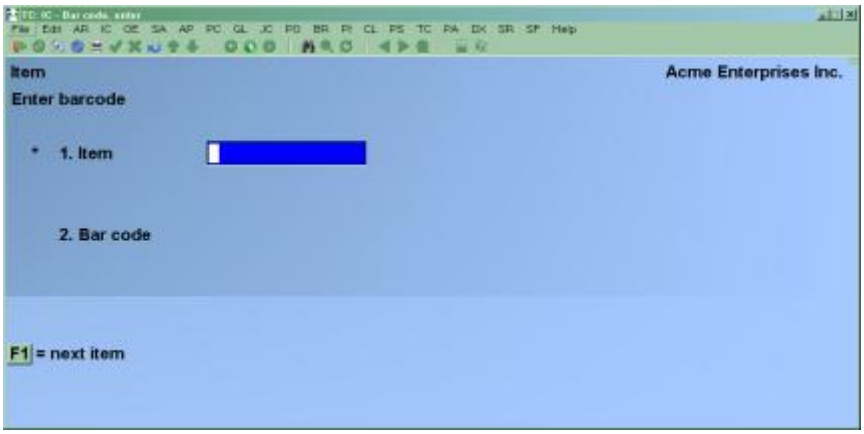
Print purged only? If you respond **Y**(es), the program will generate a list of the purged items only. If you respond **N**(o), the program will generate a list of the purged items and a separate list of the un-purged items.

Due to an unexpected volume of pages, we recommend that any reports printed using this feature be printed to Disk for review prior to being printed to paper.

Barcode Maintenance

Use this selection to enter/modify barcodes for an item. From the *Items* menu, select *Enter barcode*.

You will then see:



Enter the following information:
[?] 1. Item

Enter the item number to add/change barcodes on, or use the option:

Option: **[F1]** For "Next item" to display the next item in alphanumeric order.

2. Barcode

Enter a barcode for the item or use one of the options:

Options: **[F2]** To enter up to 8 different bar codes for the item

[F3] To enter an 11 digit UPC-A code and have the system calculate the checksum digit for you

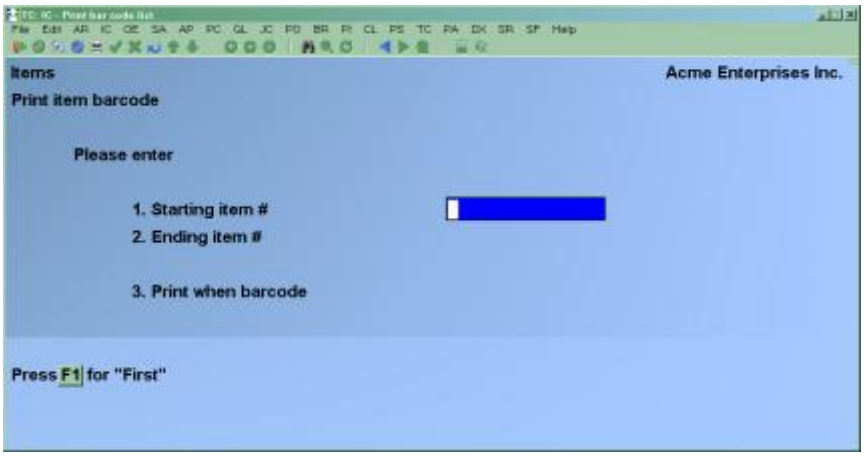
A bar code may be entered from the keyboard, or it may be scanned by using a bar code reader.

If one or more bar codes are entered, each must be different from any other bar code or item number.

Printing Item Barcode List

Use this selection to print a list of items and their associated barcodes. It can also be used to print a list of items with no barcodes, or only items with barcodes.

From the *Items* menu, select *Print item barcode list*. You will see:



Enter the information as follows:

[?] 1. Starting item #
[?] 2. Ending item #

Specify the range of item numbers to include. Follow the screen instructions.

3. Print when barcode

Enter **B** for “Blank”, **N** for “Non-blank” or **A** for “All”.

Entering **B** will print all items that do not have a barcode assigned to them.

Entering **N** will print all items that have at least one barcode assigned to them.

Entering **A** will print all items, regardless of whether they have a barcode or not.

Changing an Inventory Account for an Item

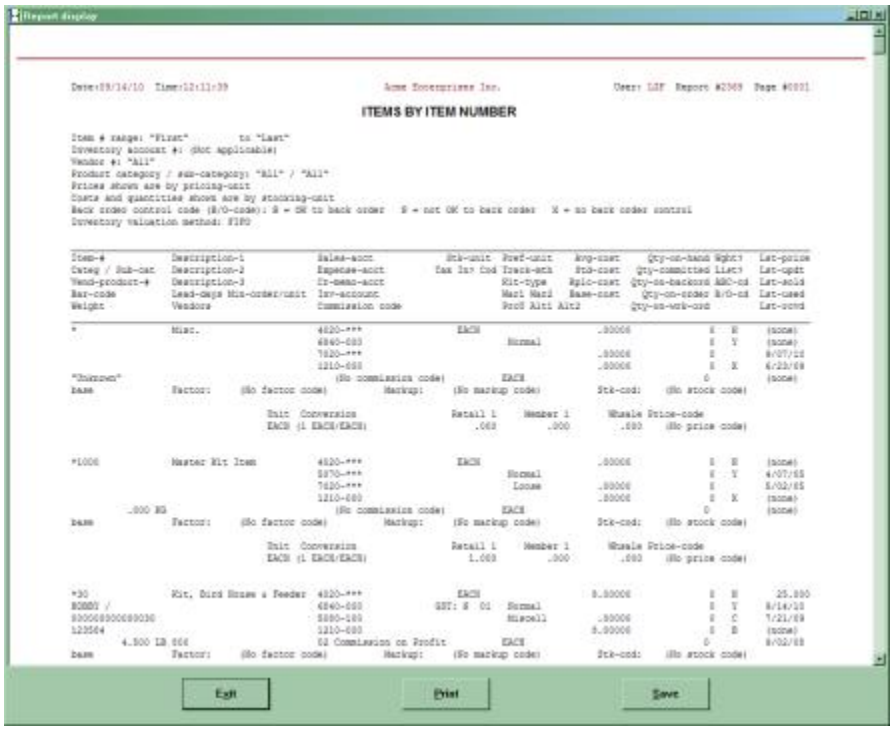
Normally, when an inventory account is assigned to an item, it is not changed. If, however, the inventory account for an item is changed, I/C will not be in agreement with General Ledger. That is, the inventory value on the Valuation Report for the inventory account will not add up to that inventory account's balance in G/L.

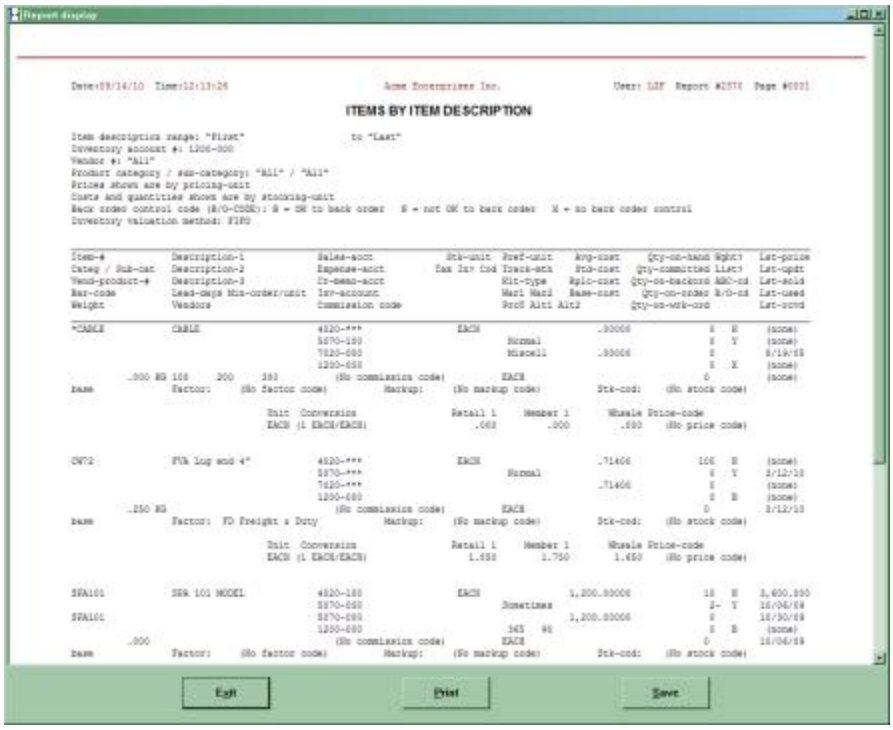
To keep I/C and G/L in balance, the following must be done if an item's inventory account is to be changed:

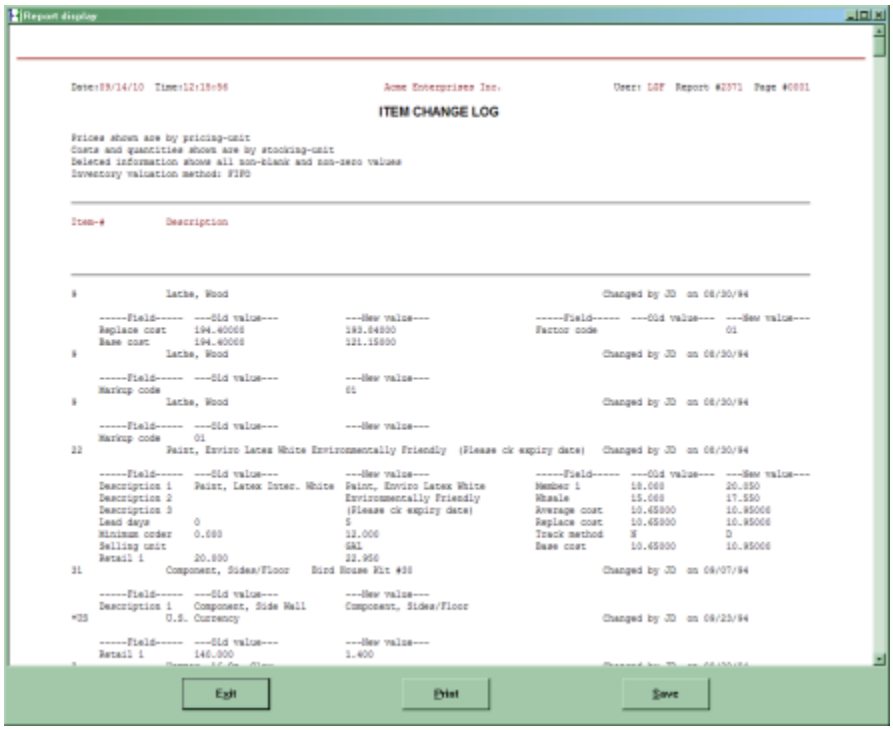
1. Run a Valuation Report and get the balance for the item's "old" (current) inventory account.

2. Make a G/L journal entry which credits the item's "old" inventory account and debits the item's "new" inventory account. (This assumes the item's old account has a debit balance on the Valuation Report. If it has a credit balance, then the old inventory account would be debited and the new one would be credited.)

3. Change the item's inventory account (in the Item file) to the new inventory account.






Report display
Date:09/14/10 Time:12:15:56 Acme Enterprises Inc. User: LDF Report #2571 Page #0001
ITEM CHANGE LOG
Prices shown are by pricing-unit
Costs and quantities shown are by stocking-unit
Deleted information shows all non-blank and non-zero values
Inventory valuation method: FIFO
Item-# Description
9 Lathe, Wood Changed by JD on 08/30/94
-----Field----- ---Old value--- ---New value---
Replace cost 194.40000 193.84800
Base cost 194.40000 121.15800
9 Lathe, Wood Changed by JD on 08/30/94
-----Field----- ---Old value--- ---New value---
Markup code 01
9 Lathe, Wood Changed by JD on 08/30/94
-----Field----- ---Old value--- ---New value---
Markup code 01
22 Paint, Enviro Latex White Environmentally Friendly (Please ck expiry date) Changed by JD on 08/30/94
-----Field----- ---Old value--- ---New value---
Description 1 Paint, Latex Inter. White Paint, Enviro Latex White
Description 2 Environmentally Friendly
Description 3 (Please ck expiry date)
Lead days 0 5
Minimum order 0.000 12.000
Selling unit GAL
Retail 1 20.890 22.950
31 Component, Sides/Floor Bird House Kit #38 Changed by JD on 08/07/94
-----Field----- ---Old value--- ---New value---
Description 1 Component, Side Wall Component, Sides/Floor
*25 U.S. Currency Changed by JD on 08/23/94
-----Field----- ---Old value--- ---New value---
Retail 1 140.000 1.400
-----Field----- ---Old value--- ---New value---
Member 1 18.000 20.850
Whsale 15.000 17.550
Average cost 10.65000 10.95000
Replace cost 10.65000 10.95000
Track method N D
Base cost 10.65000 10.95000
Exit
Print
Save

Chapter 19

Status

This chapter describes the Inventory Status file, how to set it up, and how to print lists of the status information for items.

This selection allows direct access to and entry of status information for items that are already on file. The *Status* screen is essentially the same as in the *Items* selection.

This selection is provided separately to allow you to easily enter status information when item information already exists. For example, when you start stocking an existing item at a new warehouse, you only need enter status information for the new warehouse.

Status information can be deleted in the *Status* selection (this chapter) if the status record contains current quantities (on-hand, committed, on-order, on backorder, on work order).

In addition, status information can be deleted in the *Items* selection when an item record is deleted, if all status records for the item contain no current quantities.

An item record cannot be deleted in *Items* if one of its status records contains current quantities.

To Begin

From the I/C menu, select *Status*. Then from the *Status* menu, select *Enter*.

– or –

From the I/C menu, select *Items*. Then from the *Item* menu, select *Enter*. Enter the item number or barcode, or look up the item, then use the option:

Option: **[F7]** Enter status information for the current item.

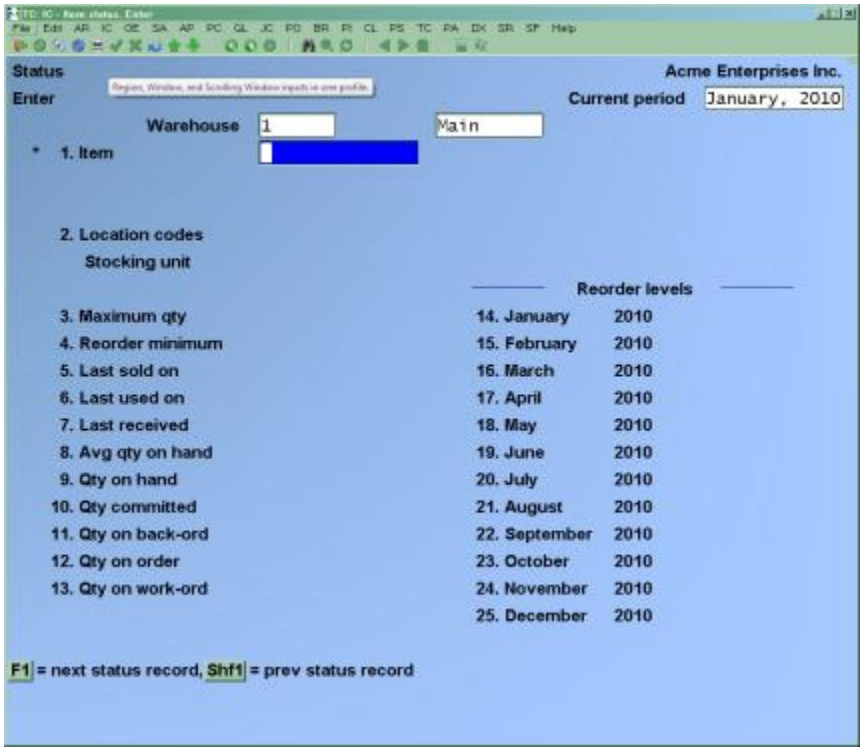
Entering Status Information

For multi-warehousing, you are asked to specify the warehouse for which you want to enter the item's status information.

Enter the warehouse code, or use the option:

Option: [Enter] For "Central" (if you defined a "Central" warehouse in *Warehouses*).

For both single warehousing and multi-warehousing, this screen appears:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, the "Warehouse" field does not display.

From this screen you can work with both new and existing status information for an item. If status information for the warehouse you specified above and for the item number you enter here already exists, that information appears and is available for change or deletion.

Enter the information as follows:

[?] 1. Item number

Enter the number of the item, or use the option:

Options: [F1] For **single warehousing**, to find the status record for the next item.

[F1] For **multi-warehousing**, to find the status record for the next item in the current warehouse.

For an existing status record:

After you have selected an existing status record, you have these options:

Options: **[F3]** To delete the current status record

[F7] To display warehouse prices for this item

Deleting a Status Record

A status record can be deleted when no status information exists for it, meaning that the status record contains no quantities on-hand, committed, on-order, on backorder, or on work orders. There must also be no inventory history on file for the item in this warehouse.

Displaying warehouse prices

Displaying warehouse prices provides the warehouse pricing entry screen to add/change warehouse prices (see the section *Warehouse Specific Prices* in the chapter titled *Prices*).

While the status record is displayed from a specified item, press the [**F7**] for the warehouse price.

2. Location code

Enter the bin or floor location where the item is stored.

When picking tickets are printed in *Billing* or when a Physical Count Worksheet is printed, items are listed in order by their location code to help physically locate them.

The location code is alphanumeric, so it may be alphabetic, numeric, or a mixture of both. Alphanumeric characters are handled differently by the package than purely numeric numbers.

For example, the alphanumeric characters "12--" (where -- represents 2 spaces) is not the same as the number 12. Also the value "9---" is greater than the value "12--".

If you intend to use numeric location codes, and you wish them to appear in ascending order on the picking tickets, you must enter leading zeros in the "Location code" field. Enter the number 9 as "0009" and 12 as "0012". In this way, items will always appear in the desired order on the picking tickets.

Quantities for This Warehouse:

All quantities entered or displayed on this screen are for this warehouse only.

3. Maximum qty

Enter the maximum quantity that you have decided should be on hand for this item.

NOTE: A quantity called "average quantity on hand" is calculated by the software and used in the Inventory Analysis Report. The software restricts this average quantity to be no more than the maximum quantity and no less than the reorder level (next field).

If you use the Inventory Analysis Report, you should enter a value in this field and in "Reorder minimum" (field number 4) to ensure that useful information is shown on the report.

4. Reorder minimum

Enter the minimum amount (stocking units) of this item that should be reordered at one time, to be used for Stock Status and Purchasing Advice Reports.

5. Last sold on

Enter the most recent date on which this item was sold. It is automatically updated when an inventory sale transaction is posted.

6. Last used on

If you are not using either kits or Job Cost, this field displays "Not applicable".

Enter the date of the last usage of this item in a work order or on a job (as opposed to a sale).

This field is updated when a job usage transaction (from Job Cost) or a component usage transaction is posted using *Inventory*. When Kits Plus is used, this field can also be updated when kits are assembled, based on the "Component update method" in the I/C Control file.

For new items, the following fields are automatically set to zero or "Not applicable", depending upon your configuration:

7. Avg qty on hand

No entry is allowed. This quantity is calculated when you run *Close a period*, and represents a running weighted average of the quantity on hand each period. This field is used in the Inventory Analysis Report. (See the information in field number 3 above regarding "Average quantity on hand".)

8. Reorder level

(If **Reorder levels by period?** is set to **Y** in *Control information*, this is not displayed.)

Refer to the section below "--Reorder levels --" for details on setting reorder levels by period.

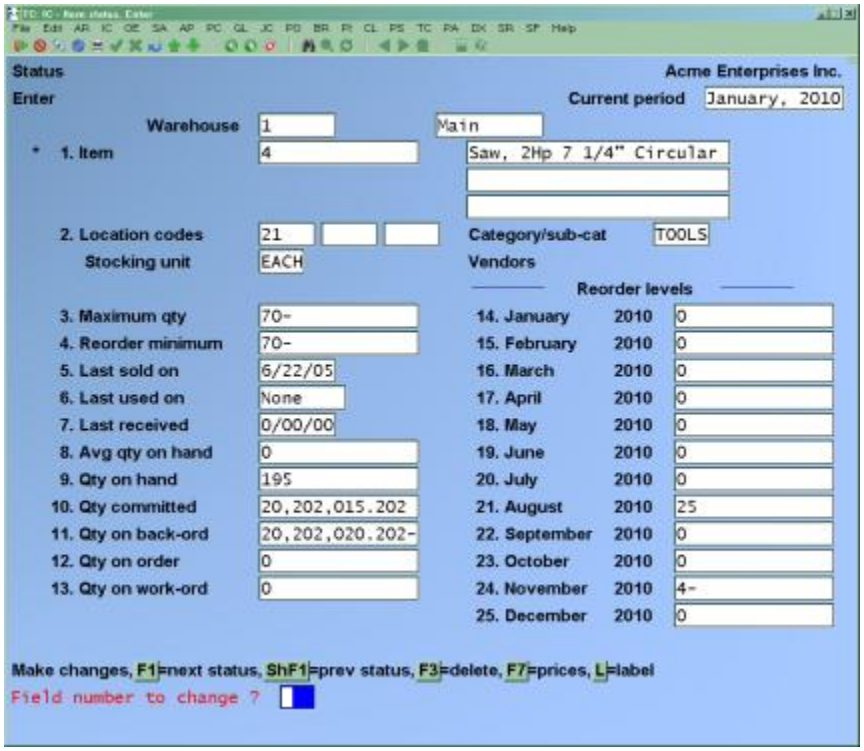
Enter the quantity at which the item should be reordered, to be used for the Stock Status and Purchasing Advice Reports.

- **Qty on hand**
- **Qty committed**
- **Qty on back-order**
- **Qty on order**
- **Qty on work-order**

No entry is allowed in these fields. Their meaning is the same as on the first *Items* screen, except that the quantities shown are for this warehouse.

--- Reorder Levels ---

If you answered **Y** to **Reorder levels by period?** the status screen will look like this:


Status
Acme Enterprises Inc.
Enter
Current period January, 2010
Warehouse 1 Main
1. Item 4 Saw, 2Hp 7 1/4" Circular
2. Location codes 21
Category/sub-cat TOOLS
Stocking unit EACH
Vendors
Reorder levels
3. Maximum qty 70-
4. Reorder minimum 70-
5. Last sold on 6/22/05
6. Last used on None
7. Last received 0/00/00
8. Avg qty on hand 0
9. Qty on hand 195
10. Qty committed 20,202,015.202
11. Qty on back-ord 20,202,020.202-
12. Qty on order 0
13. Qty on work-ord 0
14. January 2010 0
15. February 2010 0
16. March 2010 0
17. April 2010 0
18. May 2010 0
19. June 2010 0
20. July 2010 0
21. August 2010 25
22. September 2010 0
23. October 2010 0
24. November 2010 4-
25. December 2010 0
Make changes, F1=next status, ShF1=prev status, F3=delete, F7=prices, L=label
Field number to change ?

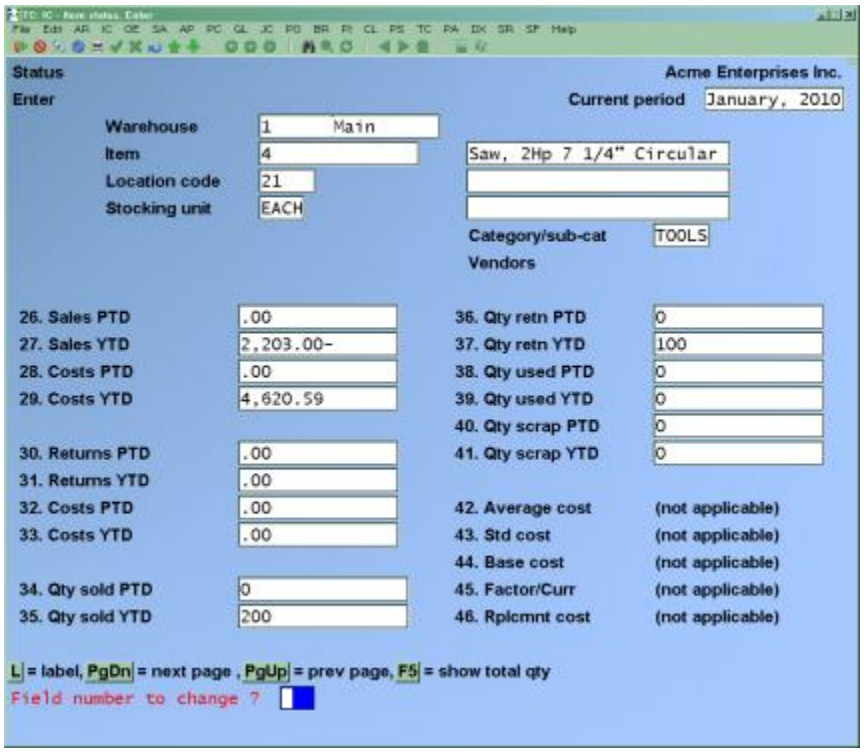
For each sales period, enter the quantity at which the item should be reordered, to be used for the Stock Status and Purchasing Advice Reports.

After entering the first reorder level, you can then manually enter a reorder level for each period or use the option:

Option: **[F1]** To set the remaining reorder levels to that of the first reorder level on the list.

Make any changes as usual.

A second status screen is displayed:



Period-to-date and Year-to-date Fields

When a transaction (sale, credit memo, job usage, or assembly) is posted, the following PTD and YTD fields are updated if the transaction date is on or earlier than the period ending date. (The period ending date was entered in *Control information*.)

When Kits Plus is used, the PTD and YTD fields can also be updated when kits are assembled, based on the "Component update method" in the I/C Control file.

If the transaction date is later than the period ending date, the PTD and YTD fields are not updated when the transaction is posted. Instead, the amounts update hidden "next period" fields.

When *Close a period* is run, the PTD fields are cleared, the amounts in the "next period" fields are transferred into the PTD fields, and the "next period" fields are set

to zero.

For an existing status record, you would ordinarily not want to change the PTD and YTD fields since they are automatically updated by other selections. If you try to change these fields, a message informs you that a change is not allowed.

However, if "Allow protected changes?" is set to **Y** in *Company information*, you may override this restriction. Refer to the *System Functions* chapter titled *Overriding Protected Changes* for information on how to do this.

For a new item, you can press **[F1]** at field number 7 to set all remaining fields to zero. Otherwise, you can enter information in each field as described below:

- **Sales PTD**
- **Sales YTD**

Enter the dollar amount sold period-to-date and year-to-date.

The dollar amount in each field is increased when a sale is posted, and decreased when a credit memo is posted. "Sales PTD" and "Sales YTD" represent actual sales, less all returns.

- **Costs PTD**
- **Costs YTD**

Enter the dollar amount of costs period-to-date and year-to-date.

The dollar amount in each field is increased when a sale is posted, and decreased when a credit memo is posted. "Costs PTD" and "Costs YTD" represent the actual cost of goods sold, less all returns.

- **Returns PTD**
- **Returns YTD**

Enter the dollar value of the item returned to date in the current period and year.

The amount in each field is increased when a credit memo for returned goods is posted.

- **Return costs PTD**
- **Return costs YTD**

Enter the dollar amount of costs for returned goods from credit memos period-to-date and year-to-date.

The dollar amount in each field is increased when a credit memo is posted. "Return costs PTD" and "Return costs YTD" represent the only cost for all returns.

- **Qty sold PTD**
- **Qty sold YTD**

Enter the quantity of the item sold to date in the current period and year.

The quantity in each field is increased when a sale is posted, and decreased when a credit memo is posted. "Qty sold PTD" and "Qty sold YTD" represent the actual quantity sold, less all returns.

- **Qty retn PTD**
- **Qty retn YTD**

Enter the quantity of the item returned to date in the current period and year.

The quantity in each field is increased when a credit memo for returned goods is posted.

- **Qty used PTD**
- **Qty used YTD**

If you do not use either kits or Job Cost, these fields display "Not applicable".

Enter the quantity used to date in the current period and year for either a work order or on a job (as opposed to a sale).

The quantity in each field is updated when a job usage transaction (from Job Cost) or a component usage transaction is posted.

- **Qty scrap PTD**
- **Qty scrap YTD**

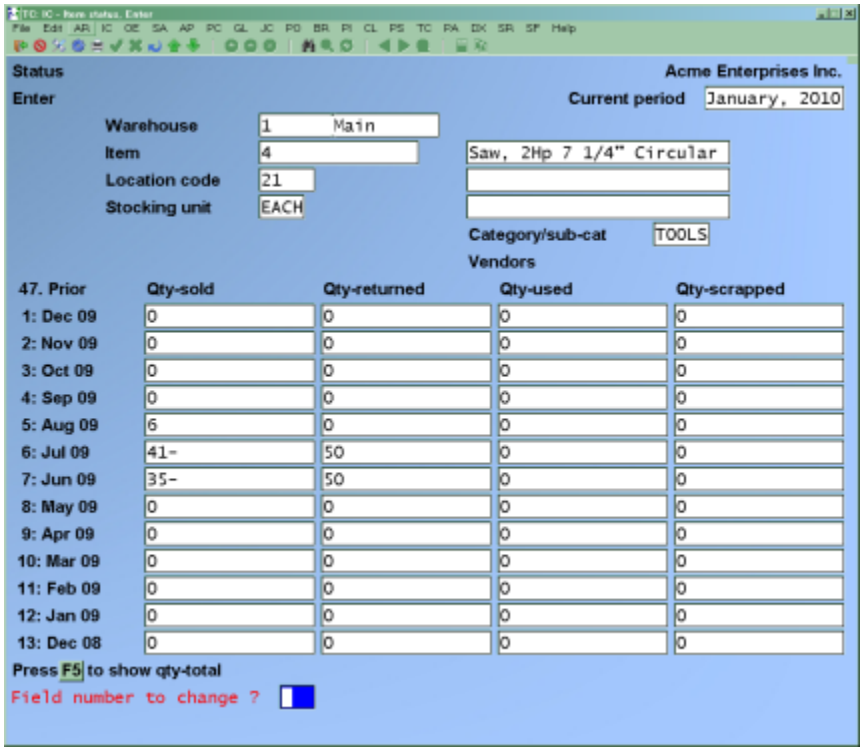
If you do not use the Manufacturing module, these fields display "Not applicable".

Enter the quantity scrapped to date in the current period and year from manufacturing activities (as opposed to a sale).

The quantity in each field is updated when a component usage transaction is posted from a manufactured item.

Make changes as usual.

The third status information screen then appears, as follows:


Status
Acme Enterprises Inc.
Enter
Current period January, 2010
Warehouse 1 Main
Item 4 Saw, 2Hp 7 1/4" Circular
Location code 21
Stocking unit EACH
Category/sub-cat TOOLS
Vendors
47. Prior Qty-sold Qty-returned Qty-used Qty-scrapped
1: Dec 09 0 0 0 0
2: Nov 09 0 0 0 0
3: Oct 09 0 0 0 0
4: Sep 09 0 0 0 0
5: Aug 09 6 0 0 0
6: Jul 09 41- 50 0 0
7: Jun 09 35- 50 0 0
8: May 09 0 0 0 0
9: Apr 09 0 0 0 0
10: Mar 09 0 0 0 0
11: Feb 09 0 0 0 0
12: Jan 09 0 0 0 0
13: Dec 08 0 0 0 0
Press F5 to show qty-total
Field number to change ?

Samco provides you with the ability to track up to 999 prior periods of data on this screen as described in the chapter titled *Control information*. In order to handle more than 13 periods on the display, you can use the **[PgDn]** and **[PgUp]** keys to jump 13 periods at a time.

Enter the information for each period as follows:

Prior periods qty sold, used, returned, scrapped

Enter a quantity in each field, or use the option:

Option: **[F1]** To set the quantities in all prior periods to zero

[PgDn] To move 12 periods back depending on the number of periods of prior period data you set to track in *Control information*.

[PgUp] To move 12 periods ahead depending on the number of periods of prior period data you set to track in *Control information*.

Each time you run the *Close a period* selection, the oldest period is removed and the period just closed becomes the newest period displayed on this screen.

Make changes as usual.

The first *Status* screen then reappears to enter another item in this warehouse. Enter an item or use the option:

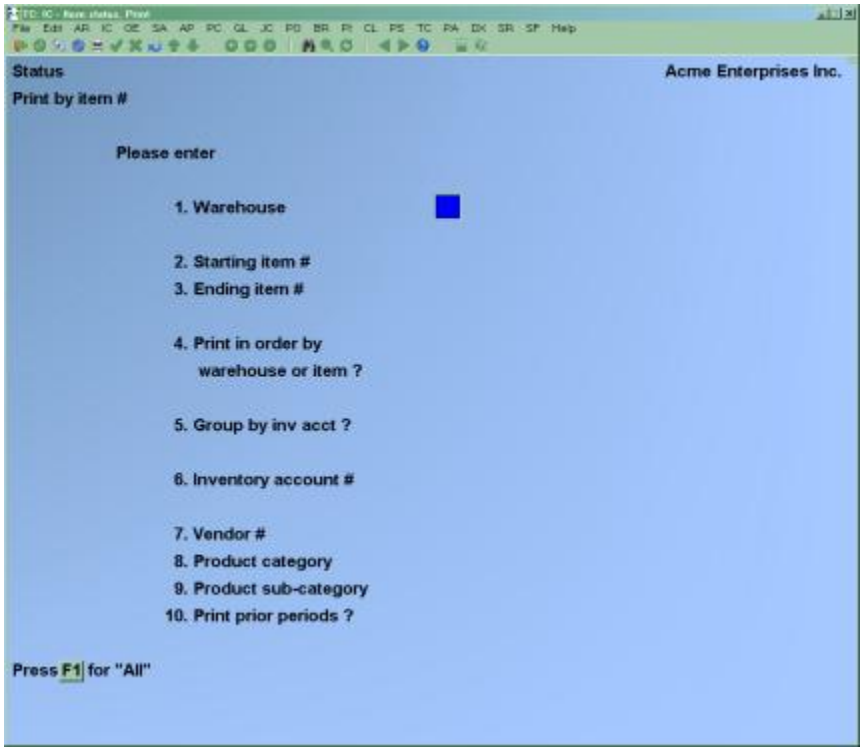
Option: **[F1]** For the next item stocked in this warehouse

When there are no more items associated with this warehouse, press **[Esc]** or **[Tab]** at the "Warehouse" field.

Printing the Status by Item Number Report

From the *Status* menu, select *Print by item #*.

This screen appears:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Warehouse" and "Print in order by warehouse or item?" fields, and all field numbers will be one less than the numbers shown.

Enter the following information:

[?] 1. Warehouse

For multi-warehousing, enter the warehouse code or use one of the options:

Options: **[Enter]** For the "Central" warehouse

[F1] For "All" warehouses

[?] 2. Starting item #

[?] 3. Ending item #
Enter the range of item numbers to include. Follow the screen instructions.

4. Print in order by warehouse or by item?

If you selected a specific warehouse in field number 1, this field shows "Not applicable" and is skipped.

If you selected "All" warehouses, enter **W** to print the status records grouped by warehouse, or enter **I** to print the status records grouped by item.

5. Group by inv acct?

If you selected in field number 4 to print by warehouse, this field shows "Not applicable" and is skipped.

Answer **Y** to print the items in order by inventory account number.

Answer **N** to print the items in item number order. If you answer **N**, the next field displays "Not applicable" and entry is not allowed.

[?] 6. Inventory account #

Enter the inventory account for the items to be printed, or use one of the options:

Options:	**[F1]**	For the default inventory account in the I/C Control file
	[F2]	To scan through the inventory accounts on file
	[Enter]	For "All" inventory accounts. Items will print in item number order within inventory account.

[?] 7. Vendor #

Enter a vendor number for the items to be printed, or use the option:

Option:	**[F1]**	For "All" vendors

[?] 8. Product category

This is the "Category" you assigned to each item in *Items*. Enter a product category to include only items of this category, or use the option:

Option:	**[F1]**	For "All" product categories

9. Product sub-category

This is the "Sub-category" you assigned to each item in *Items*. Enter a product sub-

category to include only items of this sub-category, or use the option:
Option: **[F1]** For "All" product categories

10. Print prior periods?

Answer **Y** to print all quantities sold, returned, used, or scrapped in prior periods. (The report prints faster and requires less paper if your answer here is **N**.)

If you answer **Y**, you are prompted for the following:

Start

Enter the starting period number (**1** being the most recent), or use the option:

Option: **[F1]** to begin with the first prior period.

End

Enter the ending period number, or use the option:

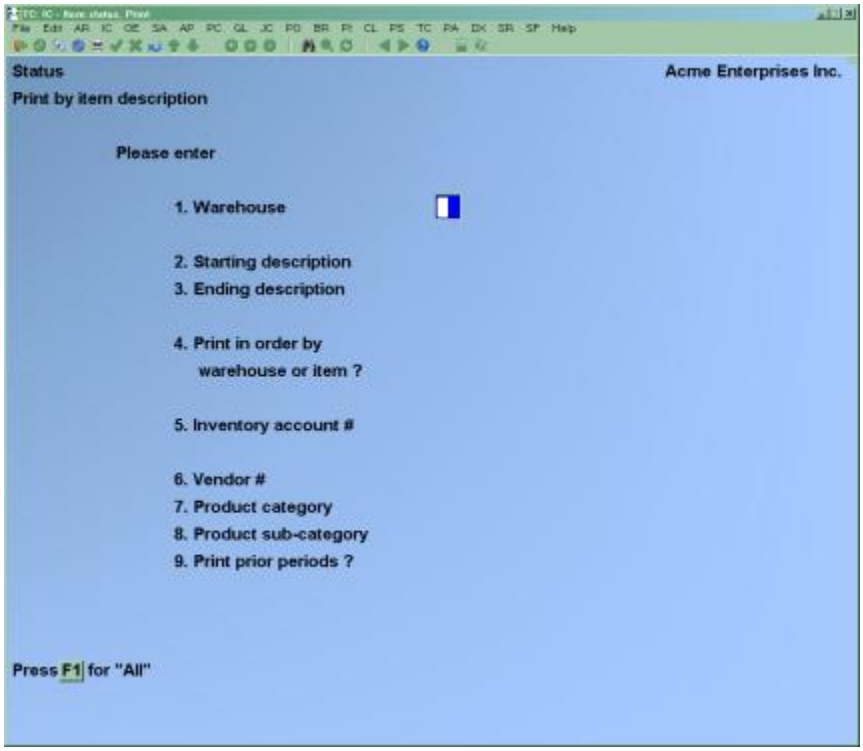
Option: **[F1]** to end with the last prior period.

The number of prior periods you are tracking is set in *Control information*.

Printing the Status by Item Description Report

From the *Status* menu, select *Print by item description*.

You see the following screen for multi-warehousing:



NOTE: If you are not using multi-warehousing, you will not see the "Warehouse" and "Print in order by warehouse or item?" fields, and all field numbers will be one less than the numbers shown.

Enter the following information:

[?] 1. Warehouse

For multi-warehousing, enter the warehouse code or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] For "All" warehouses

2. Starting description
3. Ending description

Enter the range of item descriptions (first line only) to include. Follow the screen instructions.

4. Print in order by warehouse or by item?

If you selected a specific warehouse in field number 1, this field shows "Not applicable" and is skipped.

If you selected "All" warehouses, enter **W** to print the status records grouped by warehouse, or enter **I** to print the status records grouped by item.

5. Group by inv acct?

If you selected in field number 4 to print by warehouse, this field shows "Not applicable" and is skipped.

Answer **Y** to print the items in order by inventory account number.

Answer **N** to print the items in item number order. If you answer **N**, the next field displays "Not applicable" and entry is not allowed.

[?] 6. Inventory account #

Enter the inventory account for the items to be printed, or use one of the options:

Options: **[F1]** for the default inventory account in the I/C Control file

[F2] To scan through the inventory accounts on file

[Enter] For "All" inventory accounts. Items will print in item number order within inventory account.

[?] 7. Vendor #

Enter a vendor number for the items to be printed, or press **[F1]** for "All" vendors.

[?] 8. Product category

This is the "Category" you assigned to each item in *Items*. Enter a product category to include only items of this category, or press **[F1]** for "All" product categories.

9. Product sub-category

This is the "Sub-category" you assigned to each item in *Items*. Enter a product sub-category to include only items of this sub-category, or press **[F1]** for "All" product categories.

10. Print prior periods?

Answer **Y** to print all quantities sold, returned, used, or scrapped in prior periods. (The report prints faster and requires less paper if your answer here is **N**.)

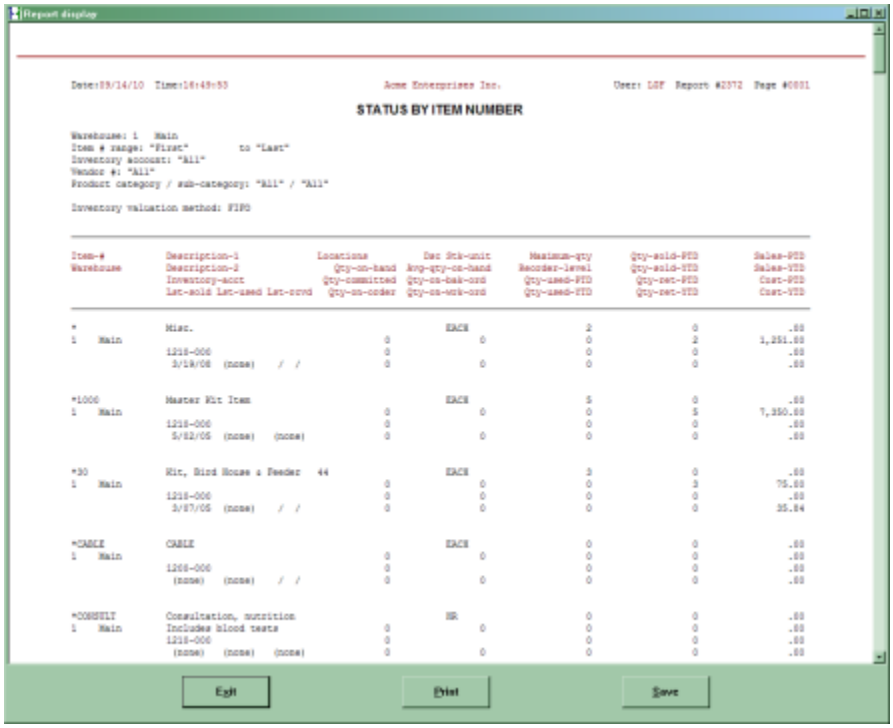
If you answer **Y**, you are prompted for the following:

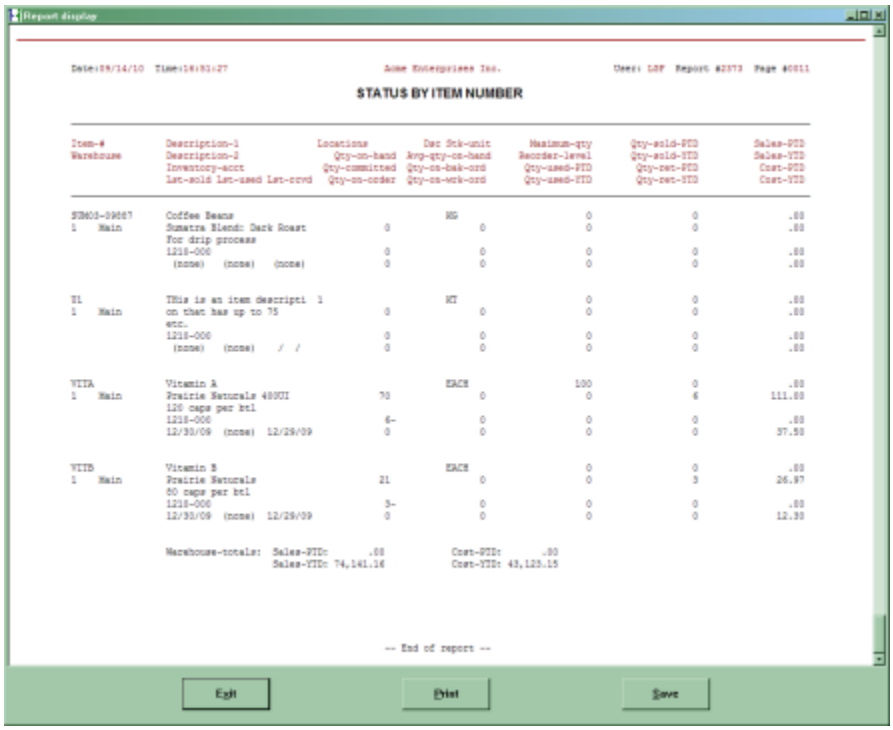
Start

Enter the starting period number (**1** being the most recent), or press **[F1]** to begin with the first prior period.

End

Enter the ending period number, or press **[F1]** to end with the last prior period. The number of prior periods you are tracking is set in *Control information*.


Report display
Date:09/14/10 Time:16:49:55 Acme Enterprises Inc. User: LDF Report #2372 Page #0001
STATUS BY ITEM NUMBER
Warehouse: 1 Main
Item # range: "First" to "Last"
Inventory account: "All"
Vendor #: "All"
Product category / sub-category: "All" / "All"
Inventory valuation method: FIFO
Item-# Description-1 Locations Unit Stk-unit Maximum-qty Qty-sold-PTD Sales-PTD
Warehouse Description-2 Qty-on-hand Avg-qty-on-hand Reorder-level Qty-sold-YTD Sales-YTD
Inventory-acct Qty-committed Qty-on-bak-ord Qty-used-PTD Qty-ret-PTD Cost-PTD
Lst-sold Lst-used Lst-rcvd Qty-on-order Qty-on-wrk-ord Qty-used-YTD Qty-ret-YTD Cost-YTD
* Misc. EACH 2 0 .00
1 Main 0 0 0 2 1,251.00
1218-000 0 0 0 0 .00
3/19/08 (none) / / 0 0 0 0 .00
*1000 Master Kit Item EACH 5 0 .00
1 Main 0 0 0 5 7,350.00
1218-000 0 0 0 0 .00
5/02/05 (none) (none) 0 0 0 0 .00
*30 Kit, Bird House & Feeder 44 EACH 3 0 .00
1 Main 0 0 0 3 75.00
1218-000 0 0 0 0 .00
3/07/05 (none) / / 0 0 0 0 35.84
*CABLE CABLE EACH 0 0 .00
1 Main 0 0 0 0 .00
1218-000 0 0 0 0 .00
(none) (none) / / 0 0 0 0 .00
*CONSULT Consultation, nutrition HR 0 0 .00
1 Main Includes blood tests 0 0 0 0 .00
1218-000 0 0 0 0 .00
(none) (none) (none) 0 0 0 0 .00
Exit
Print
Save


Report display
Date:09/14/10 Time:16:51:27 Acme Enterprises Inc. User: LDF Report #2373 Page #0011
STATUS BY ITEM NUMBER
Item-# Description-1 Locations Unit Stk-unit Maximum-qty Qty-sold-PTD Sales-PTD
Warehouse Description-2 Qty-on-hand Avg-qty-on-hand Reorder-level Qty-sold-YTD Sales-YTD
Inventory-acct Qty-committed Qty-on-bak-ord Qty-used-PTD Qty-ret-PTD Cost-PTD
Lst-sold Lst-used Lst-rcvd Qty-on-order Qty-on-wrk-ord Qty-used-YTD Qty-ret-YTD Cost-YTD
SUMO3-09067 Coffee Beans KG 0 0 .00
1 Main Sumatra Blend: Dark Roast 0 0 0 0 .00
For drip process
1218-000 0 0 0 0 .00
(none) (none) (none) 0 0 0 0 .00
T1 THis is an item descripti 1 KT 0 0 .00
1 Main on that has up to 75 0 0 0 0 .00
etc.
1218-000 0 0 0 0 .00
(none) (none) / / 0 0 0 0 .00
VITA Vitamin A EACH 100 0 .00
1 Main Prairie Naturals 4803I 70 0 0 6 111.00
120 caps per btl
1218-000 6- 0 0 0 .00
12/30/09 (none) 12/29/09 0 0 0 0 37.50
VITB Vitamin B EACH 0 0 .00
1 Main Prairie Naturals 21 0 0 3 26.97
60 caps per btl
1218-000 3- 0 0 0 .00
12/30/09 (none) 12/29/09 0 0 0 0 12.30
Warehouse-totals: Sales-PTD: .00 Cost-PTD: .00
Sales-YTD: 74,141.16 Cost-YTD: 43,125.15
-- End of report --
Exit
Print
Save

Building business and technology relationships.

Chapter 20

Inventory

Inventory transactions will vary depending upon whether you have selected (1) average cost, (2) LIFO or FIFO, or (3) standard cost in your I/C Control file. See the appendix titled *Methods of Costing Inventory* for information on selecting the inventory method appropriate for your business.

All methods are discussed in this chapter. The use of the standard cost method itself is documented in more detail in the appendix titled *Standard Cost Valuation*.

There are eight different types of transactions that can be processed in *Inventory*:

- Receivings
- Sales
- Credit memos
- Adjustments
- Transfers (under multi-warehousing)
- Kit assembly (if kits are used)
- Component usage (if kits are used)
- Job usage (if Job Cost is used)

Use this selection to enter inventory transactions, or to "import" receiving or transfer transactions from an external disk file. Once the transactions are entered (or imported) and verified to be correct, you can post them permanently to the I/C files.

There are other transaction sources besides *Inventory*. Kit assembly and component usage are generated from work orders. Adjustments can be generated by expanded physical count. Sales and credit memos can be generated from Point of Sale, Billing, and Professional Invoicing. Receivings and transfers can be generated from Point of Sale and Purchasing. Receivings can also be generated from Purchase Order. Note that references to warehouses apply only when multi-warehousing is being used.

When inventory transactions are entered for serialized or lot-controlled items, related

serial transactions are automatically created. The serial transactions are automatically posted when the associated inventory transactions are posted. (These serial transactions are not accessible through the *Serial numbers* selection.)

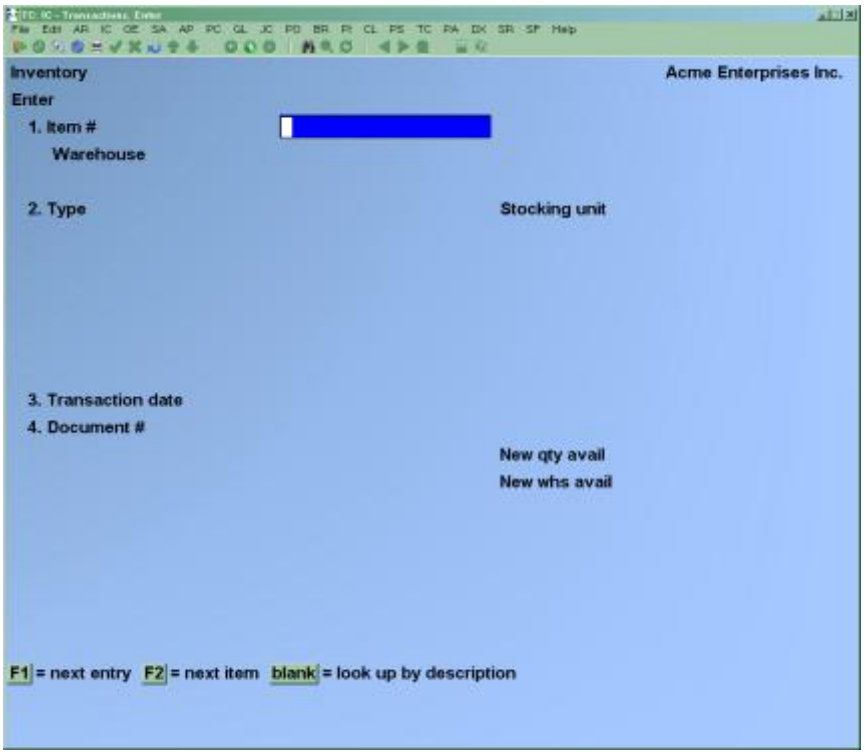
Correcting entries: If you are using General Ledger, you can press **[F5]** at the "Field number to change?" question to mark any inventory transaction that will be passed to G/L as a correcting entry. Refer to the *Control Information* chapter in the G/L User Manual for more information.

To Begin

From the I/C menu, select *Inventory*. Then from the *Inventory* menu, select *Enter*.

Entering Inventory Transactions

This is the screen you see:



From this screen, you can work with both new and existing transactions.
Enter the following information:

[?] 1. Item #
For an existing transaction:

Press **[F1]** at this field to see existing transactions, or enter the item number or bar code, warehouse code (if you are using multi-warehousing), transaction type, and transaction date for the transaction you wish to change.

If you specify the item number or bar code, warehouse, transaction type, and date to locate the transaction, you may press **[F1]** at field number 4 ("Document #") to search for a matching transaction.

If there is no matching transaction on file, continue entry as if this were a new transaction.

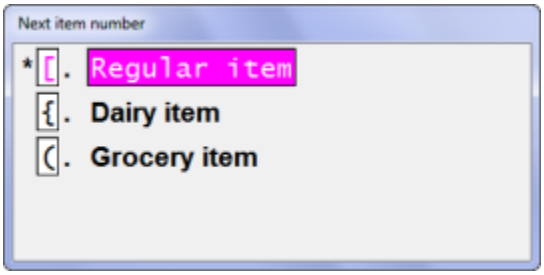
For a new transaction:

Enter the item number or item bar code, or use one of the options:

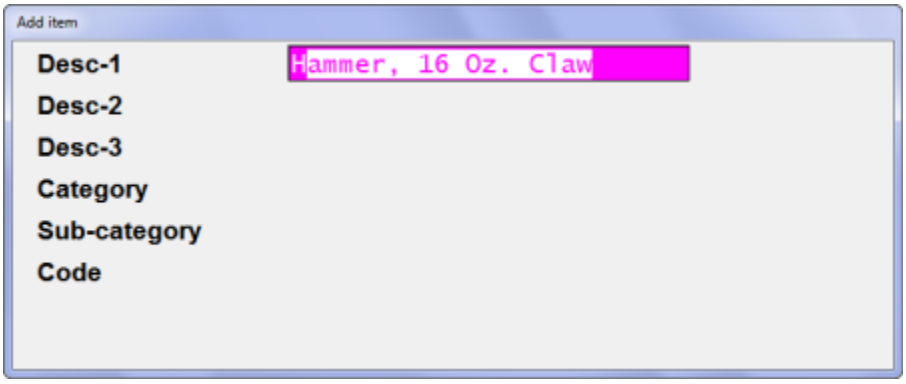
Options: **[F2]** for the next item in item number order

[Enter] to look up the item by description

[F4] if you have activated the allow item add trx entry in *Control information* the following window will open:



The add item window will appear:



Revise the description as required for the new item. Note that you must change at least one character in the three lines of description presented. Press [**Enter**].
You can also change the category and sub category for the item.

Proceed with the entry of the inventory transaction described below.

Only non-miscellaneous items may be specified.

If you are using multi-warehousing, the cursor moves to the "Warehouse" field. For single-warehousing, the cursor moves to "Type".

If the *Track transactions by user?* field is set to "Y" in *Setup (Control information)*, then the user who enters new transactions is displayed below the warehouse. This user is posted with the transaction as part of the audit trail. Transaction can then be posted for only a selected user.

[?] Warehouse

Specify which warehouse is involved in the transaction. Enter the warehouse, or use the option:

Option: [Enter] for the "Central" warehouse

2. Type

Enter the transaction type as follows:

R Receiving
S Sale
C Credit memo
T Transfer (available only if using multi-warehousing)
A Adjustment
K Kit assembly (available only if using kits)
U Component usage (available only if using kits)
J Job usage (available only if using Job Cost with I/C)

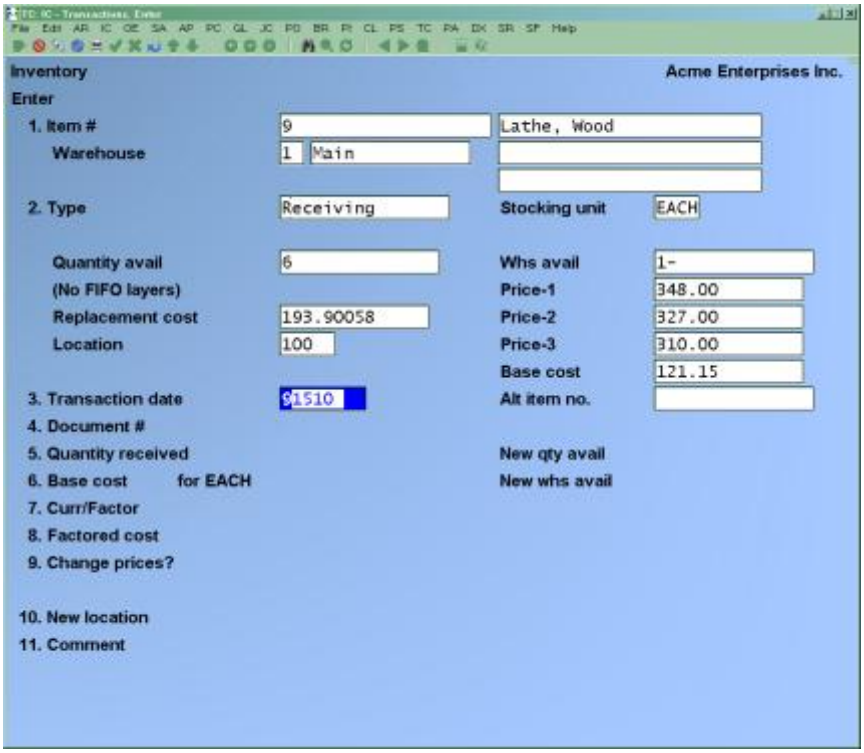
After the first transaction is entered, for subsequent transactions, this field defaults to the type entered for the prior transaction.

The way a transaction is handled from this point forward depends on the type. Each of the types will be shown in turn.

NOTE: If you are using another Samco Power Accounting module which generates inventory transactions, but does not post them automatically, they can be viewed here prior to posting them with *Inventory (Post)*.

Receivings

After the fields above are entered, the screen appears as follows:



The following information displays:

Quantity avail

This is the sum of the quantities at all warehouses. Quantity available at a warehouse is the quantity on hand minus the quantity committed minus the quantity on back-order plus the quantity on order minus the quantity on work-orders.

Average cost

(This field displays if you are using Average Cost Inventory or Standard Cost Inventory - under Standard Cost, the average cost displays below the standard cost.)

The average cost displayed is that found in the Item file. The average cost is the average cost of all inventory currently on hand, and will change with any inventory transaction made at a cost other than the average cost.

Top layer LIFO cost
Top layer FIFO cost

(One of the above fields displays, if LIFO or FIFO Inventory is used.)

In either case, the cost displayed is from the top layer in the LIFO/FIFO history. Note that unposted transactions do not affect the LIFO/FIFO layers until they are actually posted.

The screen displays "(No LIFO/FIFO layers)" when no transactions have yet been

posted.

Standard cost

(This field displays only under Standard Cost Inventory)

This position displays the standard cost for this item (from the Item file).

Replacement cost

(This field does not display under Standard Cost Inventory or if there are LIFO/FIFO layers under the LIFO/FIFO Inventory)

The replacement cost displayed is that found in the Item file. The replacement cost is the last cost price from the vendor the item was purchased from. If factor codes are used with the base cost, the base cost is the last vendor price, and the replacement cost is the "landed cost" after applying the factors to the base cost.

Top layer LIFO qty
Top layer FIFO qty

(One of the above fields displays, if LIFO or FIFO Inventory is used.)

In either case, the quantity is displayed from the top layer of the LIFO/FIFO history. Note that unposted transactions do not affect the LIFO/FIFO layers until they are actually posted.

If there are no LIFO/FIFO layers on file for the item, the replacement cost will display here instead.

Location

This shows the bin location where the item is stored.

Whs avail

This shows the quantity available for this warehouse.

Price-1, price-2, price-3

These show the first three prices charged from the item record.

Base cost

The base cost displayed is that found in the Item file. The base cost is the last vendor cost prior to applying factor codes if *Use factor codes?* was set to "Yes" in *Setup -> Control Information*. If factor codes are not used, the base cost is left blank.

Enter the information as follows:

3. Transaction date

The current date is displayed for the first transaction. For subsequent transactions, the last date entered is displayed.

Enter the date for this transaction or use the option:

Option: **[Enter]** to use the date shown

Note: It is important to make any necessary changes to the "Transaction date" field as the transaction is being added. It cannot be changed in an existing transaction.

4. Document #

For the first transaction, you must type in the document number you wish to use. For subsequent transactions, it displays the last document number entered.

Enter any document number you wish, or use one of the options:

Option: **[Enter]** to use the previously entered document number

[F1] For the next entry matching the item, type, and transaction date entered

5. Quantity received

Enter the number of stocking units received, or use the option:

Option: **[F2]** for an item with alternate units defined, to enter the quantity in an alternate unit

If you press **[F2]**, a window displays for you to enter the quantity and actual cost per alternate unit. Press **[F2]** again to switch to a different alternate unit or stocking unit for the item.
If you enter the quantity and actual cost as an alternate unit, the equivalent number of stocking units and the cost per stocking unit is also displayed in the window. Upon leaving the window, the stocking unit equivalents are displayed.

You cannot enter zero in this field. A negative quantity may be entered for items that are serialized or lot-controlled. An entry window is displayed for entering the serial numbers or lots for the item. This information must be entered before the sale transaction can be posted. See the sections titled *Serialized Items* and *Lot-Controlled Items* later in this chapter.

A negative amount cannot be entered under Standard Cost Inventory. A negative quantity is not allowed under LIFO/FIFO valuation.

Receivings increase the “Qty on hand”.

The new total quantity available and the new quantity available at this warehouse are updated automatically.

6. Base cost for (stocking unit)

Enter the base cost (replacement cost if no factor codes apply to this item) of this item per your stocking unit or use one of the options:

Options: **[Enter]** to default to the base cost in the item record. If the item has neither a base cost nor factor code, this will default to the replacement cost.

[F1] To set the base cost to ".00".

If you entered "Quantity received" in an alternate unit, the "Base cost" is also entered per alternate unit.

If you are using Standard Cost Inventory, enter the actual cost and not the standard cost. Any variance (difference) between these costs will be reported to you on the Inventory Transaction Register, and the variance will be posted to the purchasing variance account (specified in Control information).

[?] 7. Factor code

If ‘*Use base cost with factors?’* is set to “No” in the *Control Information* screen, “n/a” displays here, and cannot be modified.

If the item has a factor code, this field defaults to the factor code entered in the Item file and the cursor is placed on field 8 below. To override the default factor code, press **[Up]** and enter the factor code to be applied to this transaction.

If the item does not have a factor code, enter the factor code to apply to the base cost or press **[Enter]** if none applies.

Note that the factor code entered here does not change the default factor code in the Item file.

8. Factored cost

If *Use base cost with factors?* is set to “No” in the *Control Information* screen, “n/a” displays here, and cannot be modified.

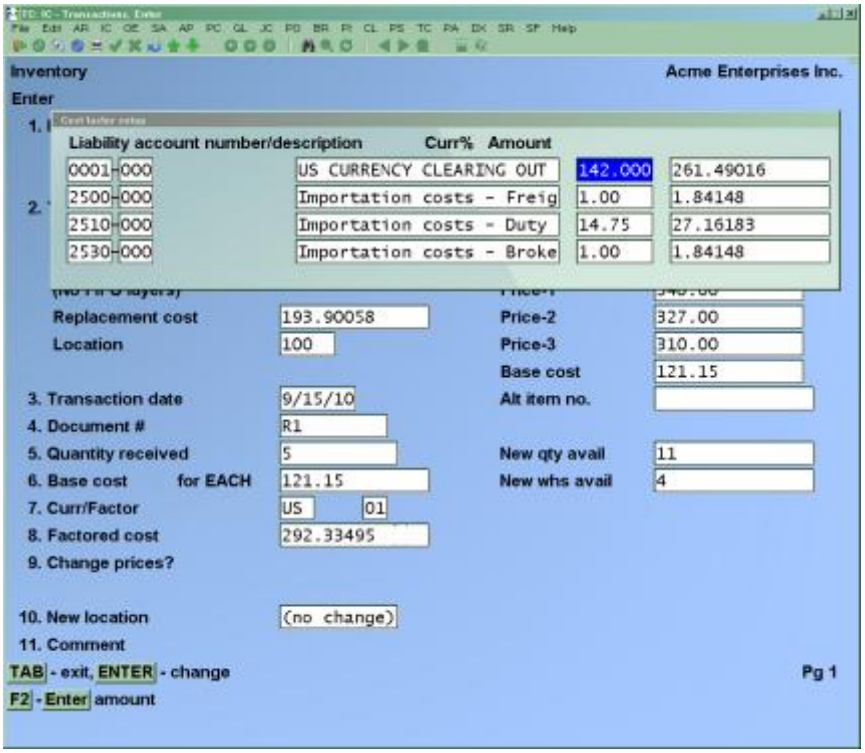
This is the replacement cost calculated by applying the percentages in the factor code assigned in the previous field (if one was entered) to the base cost. If no factor

code was entered, this field defaults to the base cost and is skipped.

Press **[Enter]** to accept the calculated cost, or use the option:

Option: **[F1]** to override the percentages from the factor code applied to the item. You will also have the option of entering an amount rather than a percentage.

If you press **[F1]** to override the calculated factor cost, the screen will look something like this:



Use the **[Up][Down]** keys to select the factor portion you wish to change and the use one of the options:

Options: **[Enter]** to change the percentage or dollar amount.

[F2] to toggle between entering a dollar amount or percentage per stocking unit.

[F1] While entering a dollar amount, press **[F1]** to enter a total amount to apply to the gross value of the line being received. For example, if the total freight for this line was $150, you would enter a total amount of $150.00. The $150.00 would then be dispersed to the unit cost based on the quantity being received. Using the same example, if 10 were received, $15.00 would be added to the base cost.

[Tab] to exit from this function.

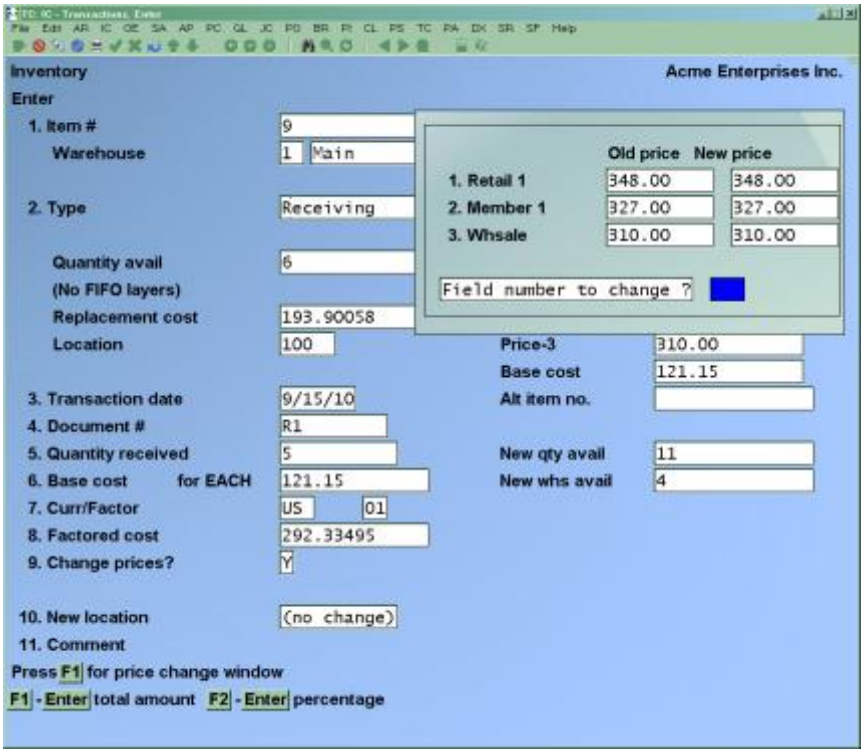
If the item's quantity on hand and average cost are zero in the Item file, the cost you enter here is automatically updated in the Item file when you complete entry of the receiving.

If you entered "Quantity received" in an alternate unit, the "Base cost" is also entered per alternate unit.

9. Change prices?

Answer **Y** if you want to change the selling prices of the items.
Press [F1] to open the Change price window, The price that is entered here will be used to update the price on the item record.

The following displays:



The number of prices displayed is dependent on the settings in *Control information*.

NOTE: If *Use markup codes?* is set to "Yes" in the *Control Information*, the new prices displayed are automatically calculated by applying the price-level's markup code to the factored cost.

From the window displayed, make any changes to the item prices, then hit "Enter" to return to the Inventory Transaction screen.

10. New location

This field initially displays the location. Changes to this field can be made when "Field number to change?" displays.

When this transaction is posted, any new prices and location you have entered here update the applicable fields in the item record.

11. Comment

Enter any comment you wish about this receiving.

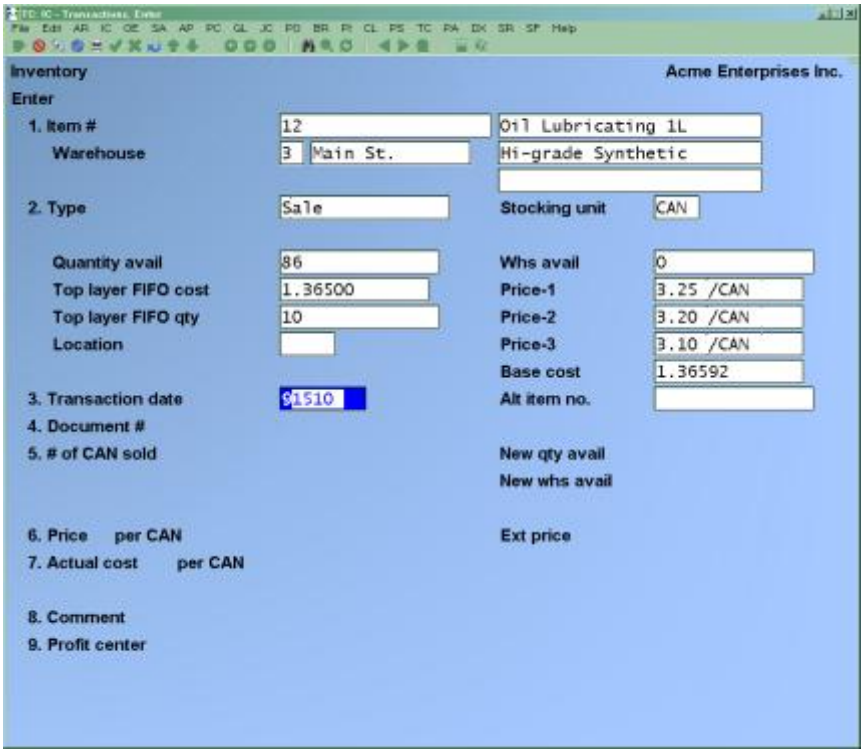
If you entered "Quantity received" in an alternate unit, specially formatted text about the alternate unit automatically displays here.

If the item being received is serialized or lot-controlled, an entry window is displayed for entering the serial numbers or lots for the item. Unless the item is sometimes serialized, this information must be entered before the receiving transaction can be posted. See the sections titled *Serialized Items* and *Lot-Controlled Items* later in this chapter.

When completed entering the receivings, exit the *Enter* screen, print an edit list, and post the transactions. Return to *Inventory (Enter)* and this point in the manual when posting completes.

Sales

After the transaction type is entered, the screen displays as follows:



The existing inventory information for the item is displayed, including (where applicable) quantity available, average cost, tp layer LIFO/FIFO cost, standard cost, replacement cost, top layer LIFO/FIFO qty, location, warehouse available quantity, base cost, and the first three prices (See the previous section on *Receivings* for details about these displayed fields).

Continue entering information as follows:

3. Transaction date

The current date is displayed for the first transaction. For subsequent transactions, the last date entered is displayed.

Enter the date for this transaction or use the option:

Option: [Enter] to use the date shown

Note: It is important to make any necessary changes to the "Transaction date" field as the transaction is being added. It cannot be changed in an existing transaction.

4. Document #

For the first transaction, you must type in the document number you wish to use. For subsequent transactions, it displays the last document number entered.

Enter any document number you wish, or use one of the options:

Option: **[Enter]** to use the previously entered document number

[F1] For the next entry matching the item, type, and transaction date entered

5. Quantity sold

Enter the quantity of this sale. When you enter this quantity, the new quantity available is automatically calculated and displayed.

Negative and zero quantity transactions are not allowed for sales.

Under LIFO/FIFO Inventory, if the sale quantity exceeds the quantity available in the top layer, you will be using at least one additional LIFO/FIFO layer to satisfy the sale quantity.

Sales decrease the "Qty on hand" and increase the "Qty sold PTD" and "Qty sold YTD".

6. Price for (stocking unit)

Enter the unit price, or use the option:

Option: **[F1]** to use Price-1 for this item

NOTE: Because I/C does not do conversions between stocking and pricing units, all sale quantities and prices must be entered in stocking units.

7. Actual cost for (stocking unit)

No entry is allowed in this field for sales.

If you are using Average Cost the actual cost is the average cost from the Item file for the item. (If you specified to use warehouse costing in the *Control Information*, the average cost from the Status file is used instead).

If you are using Average Cost with Serial Costing (as specified in *Control Information*) and this transaction is for a serialized item, the sale is costed at the specific serial item cost from the Serial file (if available), rather than the average cost from the Item file.

If you are using LIFO/FIFO or Standard Costing, the cost is the LIFO/FIFO or standard cost associated with the item.

For LIFO or FIFO, the exact actual cost (per stocking unit) of the sale is determined by relieving LIFO/FIFO layers to satisfy the sale quantity. The total cost, represented by the layers to be relieved, is divided by the sale quantity to obtain the actual cost per unit.

Remember that LIFO/FIFO layers are unaffected by unposted transactions. As a result, if you have unposted transactions for the item, the actual cost used when the transactions are posted may be different than the one shown on the screen. To see the actual cost that will be used during posting, print an edit list.

8. Comment

Enter any comment you wish about this sale.

[?] 9. Profit centre

Enter the profit centre associated with this sale.

Component Sales transactions associated with the sale of a Kit item cannot be changed or deleted.

If the item being sold is serialized or lot-controlled, an entry window is displayed for entering the serial numbers or lots for the item. This information must be entered before the sale transaction can be posted. See the sections titled *Serialized Items* and *Lot-Controlled Items* later in this chapter.

Effect of Posted Sale on LIFO/FIFO Layers

Under the LIFO/FIFO Inventory, when a sale is posted it relieves LIFO/FIFO layers beginning with the top layer and progressing downward. This procedure continues until enough layers have been relieved to satisfy the sale quantity you have entered.

As the layers are relieved, the exact cost of the sale is computed from the costs stored in the layers. In this way, the exact LIFO/FIFO cost is determined.

When the sale is first entered, the actual cost automatically displays on the screen. This cost is obtained from the LIFO/FIFO layers as they exist as of the last posting of transactions.

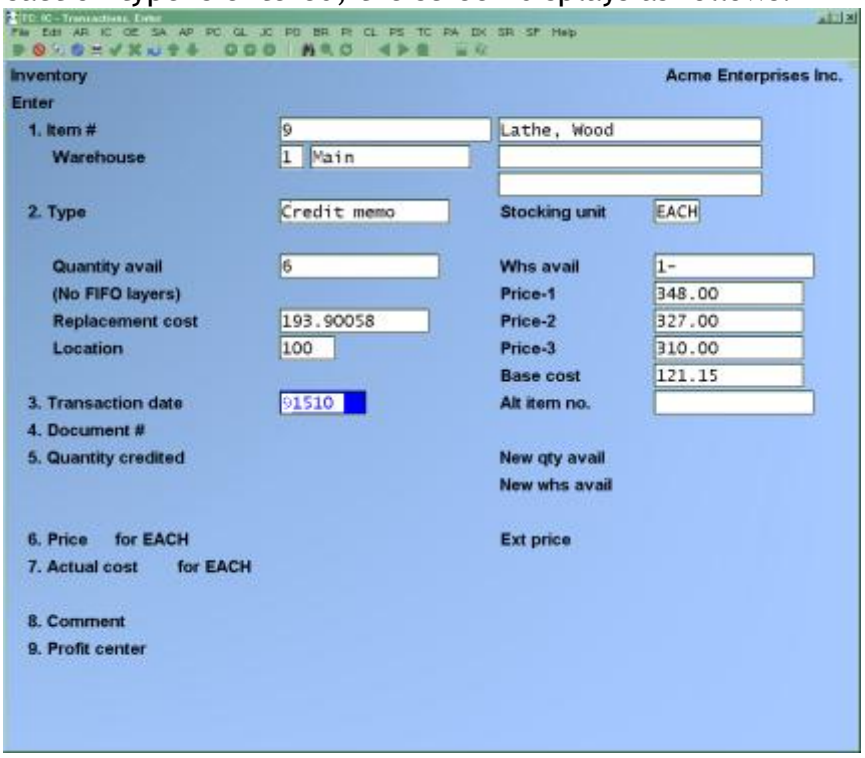
However, by the time this sale is posted, the LIFO/FIFO layers may have changed due to other transactions which are posted before it.

This occurs because receivings, credit memos, and adjustments are posted first and new layers may have been added. Because of this, the actual cost of the sale may be different than what is displayed on the screen when you were entering the sale.

If you would like to know the exact cost of your sale and how other unposted transactions may affect the cost layers, print an Inventory Transaction Edit List prior to posting the transactions.

Credit Memos

After the transaction type is entered, the screen displays as follows:



The existing inventory information for the item is displayed, including quantity available, average cost, replacement cost, location, warehouse available quantity, base cost, and the first three prices (See the previous section on *Receivings* for details about these displayed fields).

Continue entering information as follows:

3. Transaction date

The current date is displayed for the first transaction. For subsequent transactions, the last date entered is displayed.

Enter the date for this transaction or use the option:

Option: [Enter] to use the date shown

Note: It is important to make any necessary changes to the "Transaction date" field as the transaction is being added. It cannot be changed in an existing transaction.

4. Document

For the first transaction, you must type in the document number you wish to use. For subsequent transactions, it displays the last document number entered.

Enter any document number you wish, or use one of the options:

Option: **[Enter]** to use the previously entered document number

[F1] For the next entry matching the item, type, and transaction date entered

5. Quantity credited

Enter the quantity being credited. When you enter this quantity, the new quantity available is automatically calculated and displayed.

Negative and zero quantity transactions are not allowed for credit memos.

Credit memos increase the "Qty on hand", "Qty retn PTD" and "Qty retn YTD", and decreases the "Qty sold PTD" and "Qty sold YTD".

6. Price for (stocking unit)

Enter the unit price, or use the option:

Option: **[F1]** To use Price-1 for this item

[F2] To force price to ZERO ($0.00)

NOTE: Because I/C does not do conversions between stocking and pricing units, all sale quantities and prices must be entered in stocking units.

7. Actual cost for (stocking unit)

Enter the associated cost of the items being credited, or use one of the options:

Options **[Enter]** to default to the average cost in the item record (If you specified to use warehouse costing in the *Control Information*, the average cost from the Status file is used instead).

[F1] to set the cost to ".00".

8. Comment

Enter any comment you wish about this sale.

[?] 9. Profit centre

Enter the profit centre associated with this sale.

Component Credit Memo transactions associated with the credit of a Kit item cannot

be changed or deleted.

If the item being credited is serialized or lot-controlled, an entry window is displayed for entering the serial numbers or lots for the item. This information must be entered before the sale transaction can be posted. See the sections titled *Serialized Items* and *Lot-Controlled Items* later in this chapter.

Transfers

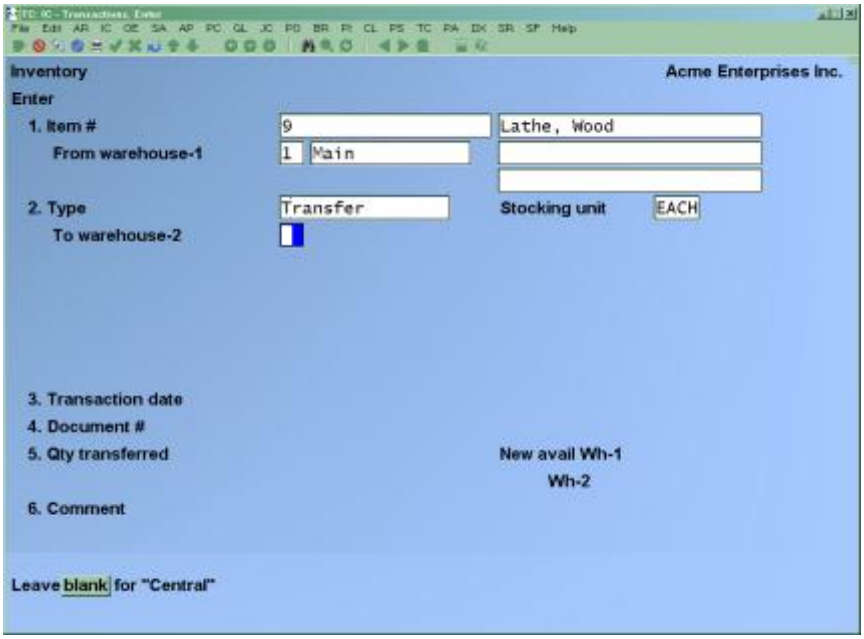
If you are using single-warehousing; skip to the section titled Adjustments.

This section describes how transfers between warehouses are handled. This is available only if you are using multi-warehousing.

If *Purchasing* is installed, transfers will normally be done using the systematic inventory transfer capabilities of that package, which creates the needed transactions here for posting.

Note: The warehouse entered after the Item # in field 1 is the warehouse the inventory is being transferred from.

After the transaction type is entered, the screen displays as follows:



Enter the following:

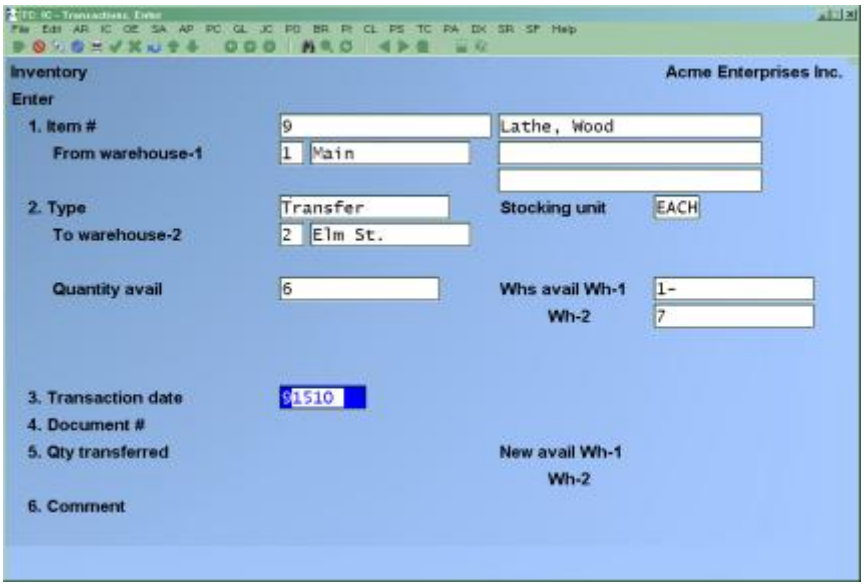
[?] To warehouse-2

Warehouse-2 designates the receiving warehouse. Enter the warehouse code or use the option:

Option: [Enter] For the "Central" warehouse

NOTE: A status record for this item must already have been set up for the warehouse the inventory is being transferred to. Refer to the chapter titled *Status* for details.

The existing information displays as follows:



Quantity avail

This is the sum of the quantities at all warehouses. Quantity available at a warehouse is the quantity on hand minus the quantity committed minus the quantity on back-order plus the quantity on order minus the quantity on work-orders.

Whs avail Wh-1

This is the available quantity of the item at the sending warehouse.

Whs avail Wh-2

This is the available quantity at the receiving warehouse.

Enter the information as follows:

3. Transaction date

The current date is displayed for the first transaction. For subsequent transactions, the last date entered is displayed.

Enter the date for this transfer or use the option:

Option: [Enter] to use the date shown

Note: It is important to make any necessary changes to the "Transaction date" field as the transaction is being added. It cannot be changed in an existing transaction.

4. Document #

For the first transaction, you must type in the document number you wish to use. For subsequent transactions, it displays the last document number entered.

Enter any document number you wish, or use one of the options:

Option: **[Enter]** to use the previously entered document number

[F1] For the next entry matching the item, type, and transaction date entered

5. Qty transferred

Enter the quantity transferred (in stocking units).

When this field is entered, the new available quantities at the sending (Wh-1) and receiving (Wh-2) warehouses display.

Transfers decrease the from warehouse's "Qty on hand" and increases the to warehouse's "Qty on hand".

6. Comment

Enter any comments you wish about this transfer.

If the item being transferred is serialized or lot-controlled, an entry window is displayed for entering the serial numbers or lots for the item. Unless the item is sometimes serialized, this information must be entered before the transfer transaction can be posted. See the sections titled *Serialized Items* and *Lot-Controlled Items* later in this chapter.

Adjustments

An adjustment allows you to adjust the quantity on hand values so that they reflect your actual physical inventory.

In this way you may account for breakage, theft, loss, incorrect receiving, over-shipments, etc. Adjustments can increase or decrease the quantity on hand of any item in your inventory.

A downward adjustment is one with an negative adjustment quantity. Your inventory is reduced by this quantity when the adjustment is posted.

An upward adjustment has a positive adjustment quantity. Your inventory is increased by this quantity when the adjustment is posted.

For upward adjustments, if you are using kits, you may choose whether or not to reduce the quantity used of the item. If you are disassembling a kit after posting, you would answer **Y** to "Reduce qty used ?" to reduce the quantity used when the adjustment for a component item is posted. Unless you are disassembling a kit, you would answer **N** to this question. (Also see the section titled Kit Disassembly near the end of this chapter.)

NOTE: The quantity adjusted cannot be changed from positive to negative (or vice versa) for serialized or lot-controlled items if serial or lot numbers have been entered.

If you are using a LIFO/FIFO Inventory, an adjustment can also be used to adjust the quantity of a specific LIFO/FIFO layer (specific adjustment), or it can adjust a quantity without regard to a specific LIFO/FIFO layer. Specific layer adjustments cannot be made to result in the quantity "passing through" zero. That is, a negative inventory quantity cannot be made positive, and a positive inventory quantity cannot be made negative. The adjustment of a layer to zero will result in the layer being deleted during posting.

You can see the current LIFO/FIFO layers for any item in inventory by printing a Valuation Report (see the chapter titled Valuation Report).

Downward adjustments under LIFO/FIFO

If you are using LIFO/FIFO Inventory, there are two types of downward adjustments that can be made: specific layer adjustments and non-specific layer adjustments.

A specific layer downward adjustment will reduce one layer by the negative quantity you enter. This is useful when you discover that an earlier transaction was entered with a wrong quantity.

This non-specific type of adjustment begins with your top LIFO/FIFO layer, and relieves (eliminates) as many layers as are necessary to satisfy the quantity you entered. As this is done, the cost of the transaction is calculated, using the costs recorded in the layer(s) relieved. For this reason, an entry is not allowed in the "Actual cost" field when entering a non-specific downward adjustment.

This is useful when you need to adjust inventory as the result of a physical count. In this case, you probably will not know the exact layer(s) affected by your shrinkage, but you are still able to reduce inventory by LIFO/FIFO cost.

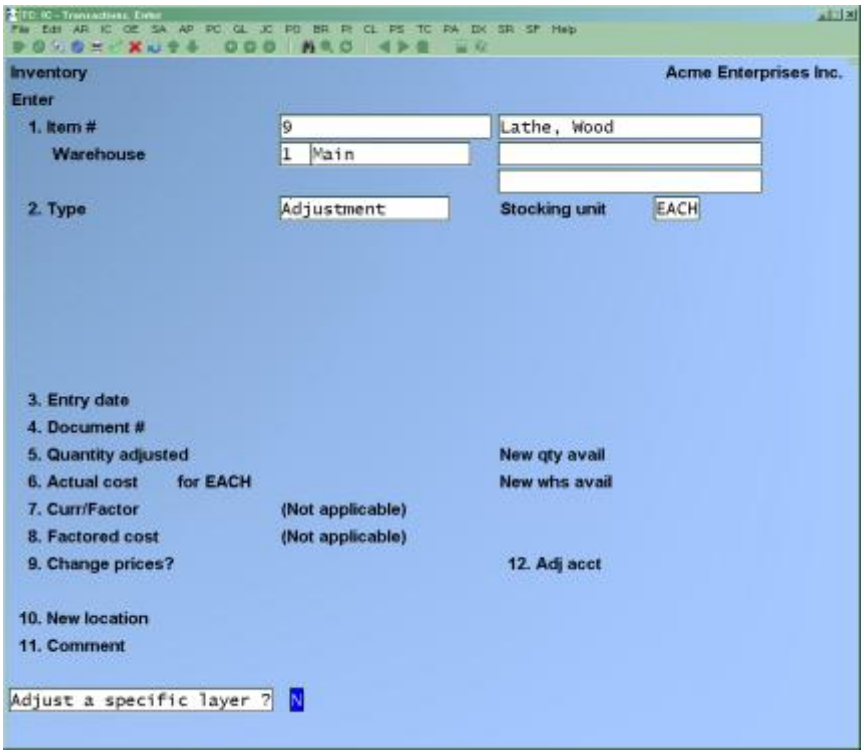
Upward adjustments under LIFO/FIFO

If you are using LIFO/FIFO Inventory, there are two types of upward adjustments that can be made: specific layer adjustments and non-specific layer adjustments.

A specific upward adjustment will increase one layer by the quantity you enter. As with a downward specific adjustment, this gives you the ability to correct an earlier transaction which was entered with an incorrect quantity.

A non-specific upward adjustment also increases your inventory by the quantity you enter. However, it does so by inserting a new layer for the date, quantity and cost of the transaction. If a layer already exists for the entered date and cost, the new transaction quantity is added to it.

When you specify "Adjustment" in field number 2, the screen displays as follows:



If you are using LIFO/FIFO Inventory, you are asked “Adjust a specific layer?” Respond **Y** to adjust a layer for a specific date and cost. Respond **N** to produce a non-specific adjustment as described previously.

The existing inventory information for the item is displayed, including quantity available, average cost, replacement cost, location, warehouse available quantity, base cost, and the first three prices (See the previous section on *Receivings* for details about these displayed fields).

Continue entering information as follows:

3. Transaction date

(For LIFO/FIFO, this field will display **"Entry date"** for a non-specific layer adjustment, of **"Layer date"** for a specific layer adjustment.)

If the adjustment is for a specific layer under a LIFO/FIFO Inventory, refer to the Valuation Report for specific layer dates to enter here.

The current date is displayed for the first transaction. For subsequent transactions, the last date entered is displayed.

Enter the date for this transaction or use the option:

Option: [Enter] to use the date shown

Note: It is important to make any necessary changes to the "Transaction date" field as the transaction is being added. It cannot be changed in an existing transaction.

4. Document #

For the first transaction, you must type in the document number you wish to use. For subsequent transactions, it displays the last document number entered.

Enter any document number you wish, or use one of the options:

Option: [Enter] To use the previously entered document number

[F1] For the next entry matching the item, type, and transaction date entered

If you use LIFO/FIFO Inventory, and this is a specific layer adjustment, the document # must match the document # on the transaction which created the layer being adjusted (see the Valuation Report, showing LIFO/FIFO layers for this information).

5. Quantity adjusted

Enter the number of stocking units to adjust by. Enter a positive number to increase the inventory quantity, or enter a negative number to decrease the inventory quantity.

The new total quantity available and the new quantity available at this warehouse are updated automatically.

A positive adjustment increases the "Qty on hand" for the item. A negative adjustment decreases the "Qty on hand" for the item.

6. Actual cost for (stocking unit)

(For LIFO/FIFO, this field will display "**Layer cost**" for a specific layer adjustment.)

This field is skipped, and defaults to the average cost from the Item file (If you specified to use warehouse costing in the *Control Information*, the average cost from the Status file is used instead).

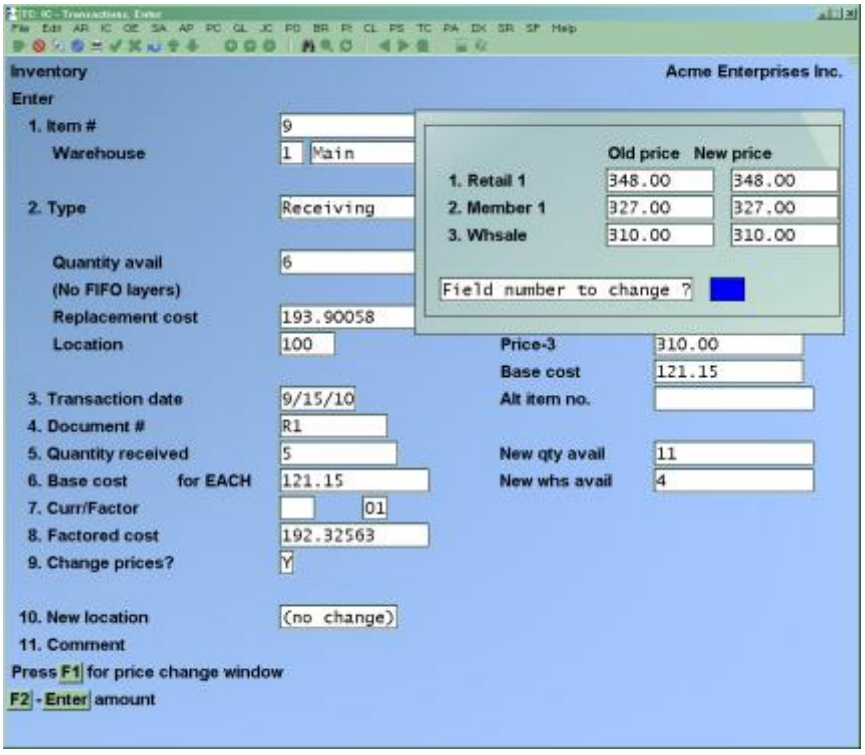
If a different cost is to be entered for the adjustment, modify this field after getting to the "Field number to change?" prompt.

7. Factor code
8. Factored cost

These fields display "(Not applicable)" for inventory Adjustments.

9. Change prices?

Answer **Y** if you want to change the selling prices of the items. The following displays:



The number of prices displayed is dependent on the settings in *Control information*.

NOTE: If *Use markup codes?* is set to "Yes" in the *Control Information*, the new prices displayed are automatically calculated by applying the price-level's markup code to the factored cost.

From the window displayed, make any changes to the item prices, then hit "Enter" to

return to the Inventory Transaction screen.

Reduce qty used?

(This field displays only for positive - or upward - inventory adjustments)

Answer **Y** only if this is a component of a kit which is being disassembled "manually" (Kit item has a downward adjustment being posted). Otherwise, respond with **N** (See *Kit Disassembly Adjustments* later in this chapter).

Answering **Y** reduces the "Qty used PTD" and "Qty used YTD" for this item.

Incr. qty scrap?

(This field displays only for negative - or downward - inventory adjustments)

Answer **Y** if this item is being scraped. This would normally be done for items which are damaged or scraped for known reasons. If the adjustment is made due to the actual on-hand not matching the system's quantity-on-hand (invisible waste, theft, etc.), answer **N**.

Answering **Y** increases the "Qty scrap PTD" and "Qty scrap YTD" for this item.

[?] 12. Adj acct

Enter the G/L account number for the adjustment. If a *Default adjustment account* is setup on the second page of *Setup -> Control Information*, it will display here as the default. The account number entered must be a valid G/L account number.

Note that a new average cost is calculated and displayed. If the adjustment is being made for a serialized item and you are using serial costs (as specified in *Control information*), the average cost is recalculated using the specific serial cost for each serial number.

If you are using LIFO/FIFO Inventory, and the entered layer date and cost do not match an existing LIFO/FIFO layer, you will get the message "LIFO/FIFO layer not found Press ENTER". The transaction cannot be posted until the required information is correct.

If the item being transferred is serialized or lot-controlled, an entry window is displayed for entering the serial numbers or lots for the item. Unless the item is sometimes serialized, this information must be entered before the transfer transaction can be posted. See the sections titled *Serialized Items* and *Lot-Controlled Items* later in this chapter.

Notes on Average Cost

The average cost which is kept in the Item file cannot be changed via the *Items* selection. To change the average cost, you must do so through a series of *Inventory* transactions (for example, through adjustments, credit memos, or receivings). Sales do not affect the average cost unless the sale is for a serialized item and you specified in *Control information* that you are using serial costs.

If it becomes necessary to change an average cost as shown on an Item record, use an adjustment transaction or a series of adjustment transactions. To assist you in doing this, the following equation should be used:

New Avg Cost=[(Item quantity on-hand x Item avg-cost)
+ (Transaction quantity x Transaction cost)]
÷ (Item quantity on-hand + Transaction quantity)

A simple way to change average cost is to use two transactions in two separate posting runs. The first transaction would adjust the quantity to zero. The second transaction would adjust the quantity to your correct amount and the average cost would become the cost you entered for the second transaction.

Specified Layer Not Found/Invalid Transaction Quantity

If you are using LIFO/FIFO Inventory, you might get one of the above error messages while printing an edit list or on the posting register. This condition can be brought about by the fact that transactions are posted in date order.

While entering specific layer adjustments, the program automatically checks to ensure that the layer you specified is present and that the quantity entered is acceptable. However, during posting, it is possible that the layer you specified may have been eliminated, or its quantity altered, in a transaction prior to the adjustment within this posting.

The posting of a sale prior to your adjustment relieves the layer (the one you had specified for your adjustment) or reduces its quantity in order to satisfy the sale quantity. Then, there is insufficient quantity in the specified layer to satisfy the quantity requirements for your adjustment.

If the adjustment to the layer you specified is not possible, one of these two messages will appear on the edit list or register:

"Specified layer not found - Entry will not be posted"

"Invalid entry qty - Entry will not be posted"

In either case, select Enter and change the specific adjustment so that it applies to a valid layer (refer to your Valuation Report and edit list for valid layers).

Attempts to post this transaction will not affect the "Running quantity on hand" and will not create General Ledger distributions until it is successfully posted.

Kit Assembly/Component Usage Transactions

The transaction types **K** (kit assembly) and **U** (component usage) are used only if you specified in *Control information* that you are using kits and you use work orders to assemble kits.

Refer to the chapters titled *Kits* and *Work Orders* for details on those subjects.

Work-orders do not provide for the entry of serial numbers on serial numbered kits and components when work-orders are posted, creating kit assembly and component usage transactions with no serial number information. This information must therefore be entered by modifying the inventory transactions to add the serial numbers/lot numbers before the transactions can be posted.

Kit Assembly

Kit assembly transactions are created automatically when work orders are closed and when immediate work orders are issued. Kit assembly transactions cannot be entered (or deleted) through *Inventory*, and only some fields can be modified.

When a kit assembly transaction is posted, the "quantity assembled" (as shown on the entry screen) is used to increase the quantity on hand of the kit-item. Thus, a kit assembly transaction is the manufacturing counterpart of a receiving transaction used to enter a quantity received of goods purchased for resale.

You can use *Inventory* to view kit assembly transactions. Changes can be made to the following fields for a kit assembly:

New price-1 through 9
New location
Comment

The screen which appears in *Inventory* is similar to the screen for receivings, except that:

- "Qty assembled" is shown for kit assembly instead of "Qty received"

- a "WIP account #" (work in process) is displayed

- "Document #" contains the 6-digit work order number preceded by "W/O-" (e.g., "W/O-000001").

If the item being assembled is serialized or lot-controlled, an entry window is displayed for entering the serial numbers or lots for the kit item. Unless the kit item is sometimes serialized, this information must be entered before the transfer transaction can be posted. See the sections titled *Serialized Items* and *Lot-Controlled*

Items later in this chapter.

Component Usage

Component usage transactions are created automatically when work orders are issued. Component usage transactions cannot be entered (or deleted) through *Inventory*, and only some fields can be modified.

When a component usage transaction is posted, the "# used" (as shown on the entry screen) is subtracted from the quantity on hand of the component item and the "Qty used PTD" and "Qty used YTD" of the component item are increased. Thus, a component usage transaction is similar to a downward adjustment, except it represents a usage of the inventory to construct a kit as opposed to a downward adjustment for some other reason.

You can use *Inventory* to view kit assembly transactions. Changes can be made to the "Comment" field.

The screen which appears in *Inventory* is similar to the screen for downward adjustments, except that:

- "# used" is shown for kit assembly instead of "# adjusted"

- "WIP account #" is shown instead of "Adj acct"

- "New price-1" through "New price-9", and "New location" are not shown.

- "Document #" contains the 6-digit work order number preceded by "W/O-" (e.g., "W/O-000001").

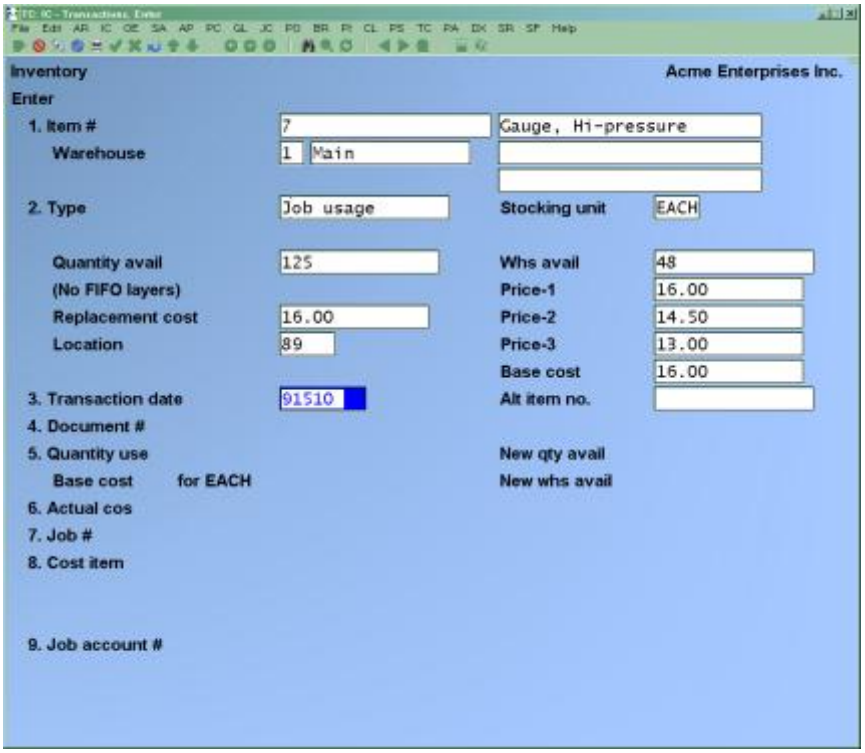
If the item being used to build a kit is serialized or lot-controlled, an entry window is displayed for entering the serial numbers or lots for the component. Unless the component is sometimes serialized, this information must be entered before the transfer transaction can be posted. See the sections titled *Serialized Items* and *Lot-Controlled Items* later in this chapter.

Job Usage

The transaction type **J** (job usage) is available only if you are using Job Cost with I/C.

If you are not using Job Cost with I/C, skip to the section titled ‘Printing an Inventory Edit List’.

For **J** type transactions the screen shows:



The existing information which appears is similar to other transaction types.

Continue to enter information as follows:

3. Transaction date

The current date is displayed for the first transaction. For subsequent transactions, the last date entered is displayed.

Enter the date for this transaction or use the option:

Option: **[Enter]** to use the date shown

Note: It is important to make any necessary changes to the "Transaction date" field as the transaction is being added. It cannot be changed in an existing transaction.

4. Document #

For the first transaction, you must type in the document number you wish to use. For subsequent transactions, it displays the last document number entered.

Enter any document number you wish, or use one of the options:

Option: **[Enter]** to use the previously entered document number

[F1] For the next entry matching the item, type, and transaction date entered

5. Quantity used

Enter the quantity used. When quantities are entered, the new quantity available and new warehouse quantity available is automatically displayed.

Both positive and negative quantities are allowed, to provide for usage of items on jobs and return of items from jobs to inventory. A quantity of zero is not allowed.

6. Actual cost for (stocking unit)

(For Standard Costing Inventory, this field displays **"Std cost"**.)

If this is an upward usage adjustment for quantities being used on a job, the average cost (replacement cost for LIFO/FIFO, standard cost for Standard Costing, or serial cost if serial costing is specified in the *Control Information*) is displayed, the field is skipped and cannot be changed.

For items being returned to inventory, enter the actual cost per your stocking unit, or use the option:

Option: **[F1]** to use the average cost under Average Costing Inventory, replacement cost under LIFO/FIFO Inventory, or standard cost under Standard Costing Inventory

If you are using Standard Costing Inventory, you should enter the actual cost here, not the standard cost. Any variance (or difference) between the cost entered here and the standard cost is reported on the Inventory Transaction Register when the transaction is posted, and the amount is posted to the purchasing variance account specified in *Control Information*.

[?] 7. Job #

Enter the job number in which the item is being used, or from which the item is being returned to inventory. The job description and status appear.

If this job has sub-jobs and/or change orders, you are also asked to enter these numbers.

Format: 7 characters (job number) 999 (sub-job or change order)

[?] 8. Cost item

Enter the cost item to which this transaction applies.

[?] 9. Job account #

Enter the G/L account number for this job, or use the option:

Option: **[F1]** to use the G/L account number assigned to the cost item entered above

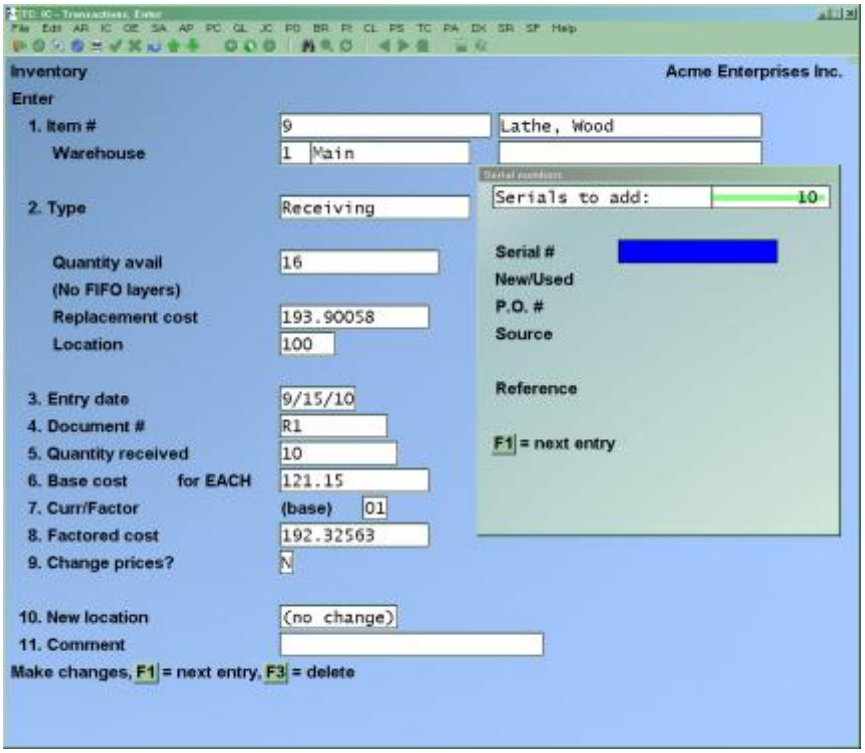
If the item being used on the job is serialized or lot-controlled, an entry window is displayed for entering the serial numbers or lots for the item. Unless the item is sometimes serialized, this information must be entered before the transfer transaction can be posted. See the sections titled *Serialized Items* and *Lot-Controlled Items* later in this chapter.

Serialized Items

For an existing transaction for a serialized item, you are asked if you wish to change the related serial number information.

If you answer **Y**, or if you are entering a new transaction for a serialized item, a window appears for entry of information for each serial number.

The screen appears similar to the following:



The number of serial numbers remaining to be entered displays at the top of the window.

Receivings

An “always serialized” item must have serial numbers entered for each unit in the transaction prior to being posted. However, "sometimes serialized" item do not

require entry of serial numbers to permit posting.

When the receivings are posted, the serial numbers entered are recorded in the Serial file with an "unsold" status.

Sales

Any serialized item must have serial numbers entered for each unit in the transaction prior to being posted, including “sometimes serialized” items.

If the serial number for a “sometimes serialized” item does not exist in the Serial file, a warning message is displayed, but the entry is permitted.

If the serial number entered exists in the Serial file, it must have a status of “unsold”.

When Sales transactions are posted, the status of serial numbers are changed from “unsold” to “sold”. If the serial number for a “sometimes serialized” item does not exist in the Serial file, it is created with a “sold” status.

Credit Memos

An “always serialized” item must have serial numbers entered for each unit in the transaction prior to being posted. However, "sometimes serialized" item do not require entry of serial numbers to permit posting.

The serial number entered for an “always serialized” item must exist in the Serial file as a “sold” item. The system will not allow entry of a serial number which does not exist in the Serial file, or that does exist in the file with anything other than a “sold” status.

The serial number entered for a “sometimes serialized” item does not need to be in the Serial file.

When credit memos are posted, the status in the Serial file for serial numbers entered are changed from “sold” to “unsold”. “Sometimes serialized” items that do not exist in the Serial file are added with an “unsold” status.

Transfers

An “always serialized” item must have serial numbers entered for each unit in the transaction prior to being posted. However, "sometimes serialized" item do not require entry of serial numbers to permit posting.

If the serial number for a “sometimes serialized” item does not exist in the Serial file, a warning message is displayed, but the entry is permitted.

If the serial number entered exists in the Serial file, it must have a status of “unsold”.

Adjustments

An “always serialized” item must have serial numbers entered for each unit in the transaction prior to being posted. However, "sometimes serialized" items do not require entry of serial numbers to permit posting. Additionally, for downward adjustments, the serial number entered must exist in the Serial file.

For downward adjustments, if the serial number entered exists in the Serial file, it must have a status of “unsold”. When downward adjustments are posted, the serial numbers are removed from the Serial file.

For upward adjustments, if the serial number entered exists in the Serial file, it must have a status of “sold”. When upward adjustments are posted, if the serial number is not in the Serial file, it is added with a status of “unsold”. If the serial number is in the Serial file, the status is changed from “sold” to “unsold”.

Kit Assembly

For kit assembly transactions, the serial numbers must not already be on file. When kit assembly transactions are posted, the serial numbers are added to the Serial file with a status of "unsold".

Component Usage

For "always serialized" components, the serial numbers must be on file with a status of "unsold". For "sometimes serialized" components, serial number entry is optional. If an existing serial number is entered for a "sometimes serialized" component, it must have a status of "unsold".
When component usage transactions are posted, the status of any entered serial number is changed to "sold". If the serial number does not exist, it is added to the Serial file with a status of "sold". The amount “used” in the item’s Status file is increased by the number of components used.

Note: The “sold” status of a serial number used on a work-order is not related to an invoice sale. In this case, a serial number used to produce a kit item for sale is considered to have been sold for the purposes of tracking serial numbers. This sold amount is not used in any way for period sales information and analysis in the Item and Status files.

Only existing lot numbers may be specified for lot-controlled components. When component usage transactions are posted, the quantity on hand of the lot number is decreased.

If a kit assembly or component usage transaction is for a serialized or lot-controlled item, use *Inventory* to specify the serial numbers or lot numbers for each assembled or component unit prior to posting the transaction.

Job Usage

An “always serialized” item must have serial numbers entered for each unit in the transaction prior to being posted. However, "sometimes serialized" items do not require entry of serial numbers to permit posting. Additionally, for positive job usages, the serial numbers entered must exist in the Serial file.

For positive job usages, if the serial number entered exists in the Serial file, it must have a status of “unsold”. When positive job usages are posted, the status for the serial numbers are changed to “sold”.

For negative job usages, if the serial number entered exists in the Serial file, it must have a status of “sold”. When negative job usages are posted, if the serial number is not in the Serial file, it is added with a status of “unsold”. If the serial number is in the Serial file, the status is changed from “sold” to “unsold”.

Enter the information as follows:

Serial #

For a new serial number entry:

Enter the serial number of the first item, or use the option:

Option: **[Tab]** to terminate serial number entry prior to entering a serial number for each unit

If the quantity received is greater than 1, after entering the first serial number, you may use one of these options:

Options: **[F1]** to display the next serial number already entered for this transaction

[F2] to automatically increment the previous serial number (the next consecutive serial number)

[F5] to automatically increment the previous serial number by 1 for each remaining unit (for R-Receiving type transactions only)

[Tab] to terminate serial number entry prior to entering a serial number for each unit received

If you press **[Tab]** to terminate serial number entry prematurely, a message informs you that all serial numbers are not entered. You are then given three choices:

1 Continue: Resume serial number entry for this transaction.

2 Exit: Terminate serial number entry for this transaction, even though all serial numbers are not entered. To complete serial number entry prior to posting a

transaction, refer to the "For an existing serial entry" instructions below.

3 Abort: The entire inventory transaction is cancelled and removed from the file. The *Inventory* screen appears to enter a new transaction.

For an existing serial entry:

To change a serial number entry, enter the serial number for which information is to be changed, or use the option:

Option: [F1] to display the next serial number for this transaction

To add a serial number, enter the serial number in the normal manner. (The screen shows the number of "Serials remaining to add" if the "Quantity received" is greater than the serial numbers already entered.)

To delete a serial number, enter the serial number to be deleted or use the option:

Option: [F1] to display the next serial number for this transaction

When the serial number to be deleted is displayed, press **[F3]** to delete it. You are asked to confirm the deletion.

(The screen shows the number of "Serials remaining to delete" if the "Quantity received" is less than the serial numbers already entered.)

New/Used

(For **S**-Sale, **T**-Transfer, downward **A**-Adjustment, and positive **J**-Job Usage type transactions, this field displays automatically, and is skipped.)

Press **[Enter]** to default to **N** if the item is new, or type **U** to indicate this item is used.

After the first serial number has been entered, you may also use the option:

Option: [F2] to assign the same values as the prior serial number to this and the remaining fields

P.O. #

(For **S**-Sale, **T**-Transfer, downward **A**-Adjustment, and positive **J**-Job Usage type transactions, this field displays automatically, and is skipped.)

Enter the purchase order number under which this item was bought, or use the option:

Option: [Enter] for the first serial number, to default to the "Document #" entry.

For subsequent serial numbers, to default to the P.O. number entered for the prior serial number.

Source

(For **S**-Sale, **T**-Transfer and downward **A**-Adjustment, positive **J**-Job Usage type transactions, this field displays automatically, and is skipped.)

Enter the source from which this serial number was obtained, or use the option:

Option: **[Enter]** for the first serial number, to default to the vendor number for the item. For subsequent serial numbers, to default to the "Source" entry for the prior serial number.

This field is used when printing the Flooring Report. If your inventory is financed, you may use this field to identify the finance company for this serial number.

Invoice #

(This field displays only for **S**-Sale and downward **A**-Adjustment type transactions.)

Enter the invoice number for this sale, or use one of the options:

Options: **[Enter]** for the first serial number, to default to the "Document #" entry (if "Document #" is numeric). For subsequent serial numbers, to default to the invoice number entered for the prior serial number.

[F2] For subsequent fields, to default to the values entered for the prior serial number for this and the remaining fields.

Customer #

(This field displays only for **S**-Sale and downward **A**-Adjustment type transactions.)

Enter the number of the customer to whom this item was sold. After entering the customer number for the first serial number, you may also use the option:

Option: **[Enter]** to default to the same customer number entered for the prior serial number

Warranty 1

(This field displays only for **S**-Sale and downward **A**-Adjustment type transactions.)

Enter the date on which the first warranty period for this item expires, or use the option:

Option: **[Enter]** to accept the default date shown

The default warranty date is calculated based on the transaction date of the sale, plus the number of first warranty days as defined in the Item file for this item.

Warranty 2

(This field displays only for **S**-Sale and downward **A**-Adjustment type transactions.)

Enter the date on which the second warranty period for this item expires, or use the option:

Option: **[Enter]** to accept the default date shown

The default warranty date is calculated based on the first warranty date, plus the number of second warranty days as defined in the Item file for this item.

Reference

Enter any remark you wish for this specific serial number, or use one of the options:

Options: **[Enter]** for a **R**-Receiving, to leave this field blank. For serial numbers already in the Serial file, to default to the "Reference" text on file for this serial number

[F1] for the first serial number, to default to the first 20 characters of the "Comment" field (if a comment was entered).

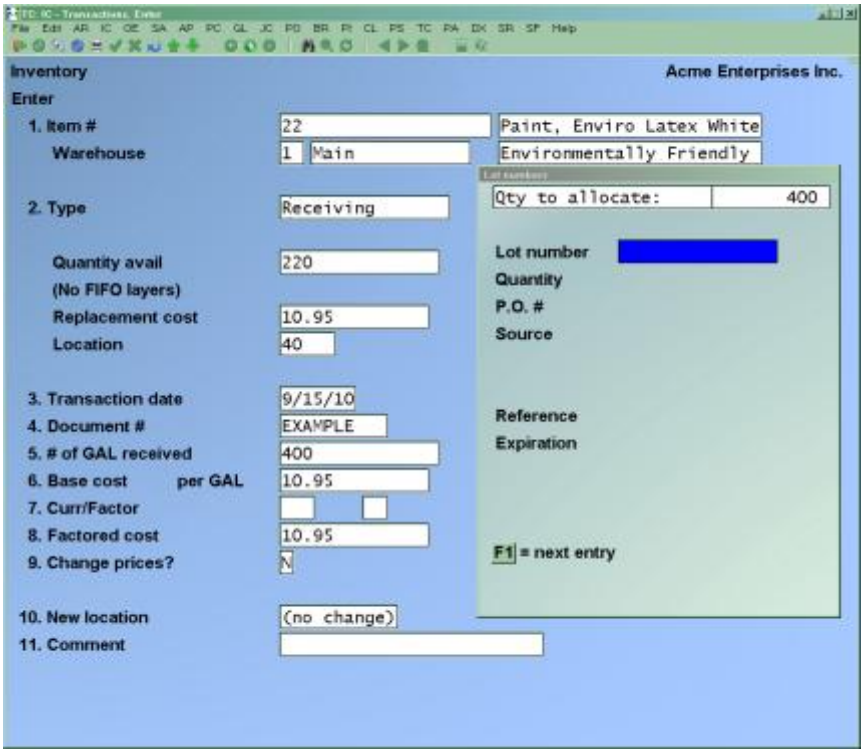
Make changes as usual. The serial fields then clear for entry of the next serial number. Press **[Tab]** at "Serial #" when completed entering the serial numbers for the receiving.

Lot-Controlled Items

For an existing transaction for a lot-controlled item, you are asked if you wish to change the related lot number information.

If you answer **Y**, or if you are entering a new transaction for a lot-controlled item, a window appears for entry of information for each lot number.

The screen appears similar to the following:



For lot-controlled items, the transaction quantity must be fully allocated to one or more lot numbers prior to posting the transaction. The quantity allocated cannot exceed the transaction quantity.

The quantity remaining to be allocated displays at the top of the window.

Receivings

Lot-controlled items can be received into new or existing lots.

Sales

Lot-controlled items must exist in the Serial file (that is where lot information is kept) in order to be sold. If the lot number entered does not exist in the Serial file, a warning is displayed, and the entry is not permitted.

Credit Memos

Items returned as credit memos to inventory can be returned into a new or existing lot. This feature can be used to track returned lots by using the same lot number as was used for the sale, but with a prefixing the lot number with an "R" to indicate it was returned (or a "D" for damaged).

Kit Assembly

New or existing lot numbers may be specified for kit assembly transactions. When kit assembly transactions are posted, the quantity on hand of the lot numbers is

increased.

Component Usage

New or existing lot numbers may be specified for kit assembly transactions. When kit assembly transactions are posted, the quantity on hand of the lot numbers is increased.

Job Usage

New or existing lot numbers may be specified for job usage transactions. When job usage transactions are posted, the quantity on hand of the lot numbers is increased for negative usage transactions, and decreased for positive usage transactions.

Enter the information as follows:

Lot number

For a new lot number entry:

Enter the first lot number, or use the option:

Option: **[Tab]** to terminate lot number entry prior to fully allocating the transaction quantity

If the transaction quantity is allocated to more than one lot number, after entering the first lot number, you may use one of these options:

Options: **[F1]** to display the next lot number already entered for this transaction

[F2] to automatically increment the previous lot number (next consecutive lot number)

[Tab] to terminate lot number entry prior to fully allocating the transaction quantity

If you press **[Tab]** to terminate lot entry prematurely, a message informs you that lot allocation is incomplete. You are then given three choices:

1. Continue: Resume lot number entry for this transaction.

2. Exit: Terminate lot number entry for this transaction, even though the transaction quantity has not been fully allocated. To complete lot number allocation prior to posting a transaction, refer to the "For an existing lot number entry" instructions below.

3. Abort: The entire inventory transaction is cancelled and removed from the file.

The *Inventory* screen appears to enter a new transaction.

For an existing lot number entry:

To change a lot number, enter the lot number for which information is to be changed, or use the option:

Option: **[F1]** to display the next lot number for this transaction

To add a lot number, enter the lot number in the normal manner. (The screen shows the "Qty to allocate" if the transaction quantity is greater than the lot number allocations already entered.)

To delete a lot number, enter the lot number to be deleted or use the option:

Option: **[F1]** to display the next lot number for this transaction

When the lot number to be deleted is displayed, press **[F3]** to delete it. You are asked to confirm the deletion.

Quantity

Enter the quantity to allocate to/from this lot number, or use the option:

Option: **[F1]** to use the remaining quantity to allocate

The "Qty to allocate" is updated automatically.

P.O. #

(This field displays for **R**-Receiving, **C**-Credit Memo, and negative **J**-Job Usage type transactions only).

Enter the purchase order number under which this item was bought, or use one of the options:

Option: **[Enter]** for the first lot number, to default to the "Document #" entry. For subsequent lot numbers, to default to the P.O. number entered for the prior lot number.

[F2] for subsequent lots, to default this field and the remaining fields to the values entered for the previous lot number

Source

(This field displays for **R**-Receiving, **C**-Credit memo, and negative **J**-Job Usage type transactions only).

Enter the source from which this lot number was obtained, or use the option:

Option: **[Enter]** for the first lot number, to default to the vendor number for the item (or blank if there is no vendor on file for the item). For subsequent lot numbers, to default to the source entered for the previous lot number.

Invoice #

(This field displays only for **S**-Sale type transactions.)

Enter the invoice number for this sale, or use one of the options:

Options: **[Enter]** for the first lot number, to default to the "Document #" entry (if "Document #" is numeric). For subsequent serial numbers, to default to the invoice number entered for the prior lot number.

[F2] For subsequent fields, to default to the values entered for the prior lot number for this and the remaining fields.

Customer #

(This field displays only for **S**-Sale type transactions.)

Enter the number of the customer to whom this item was sold. After entering the customer number for the first lot number, you may also use the option:

Option: **[Enter]** to default to the same customer number entered for the prior serial number

Reference

Enter any remark you wish for this specific lot number, or use one of the options:

Options: **[Enter]** to leave this field blank

F1] for the first lot number, to default to the first 20 characters of "Comment". For subsequent lot numbers, to default to the "Reference" entry for the prior lot number.

Make changes as usual. Press **[Tab]** at "Lot number" when completed entering the lot numbers for the receiving.

Kit Disassembly Using Adjustments

Kit disassembly is done using the *Disassemble Kit* option in *Kit Inventory*. The following procedure was used prior to Kits Plus being part of the Inventory package. It

is recommended that the *Kit Disassembly* option be used instead of the following manual method for disassembling kits within Inventory.

Follow this procedure to disassemble a kit:

1. Enter a downward adjustment transaction for the kit-item.

2. Enter upward adjustments for the component-items. Answer **Y** to the question "Reduce qty used?" in order to reduce the "Qty used PTD" and "Qty used YTD" of each component item in the Status file. Use the same adjustment account as you used for the kit-item downward adjustment.

3. Post the above transactions.

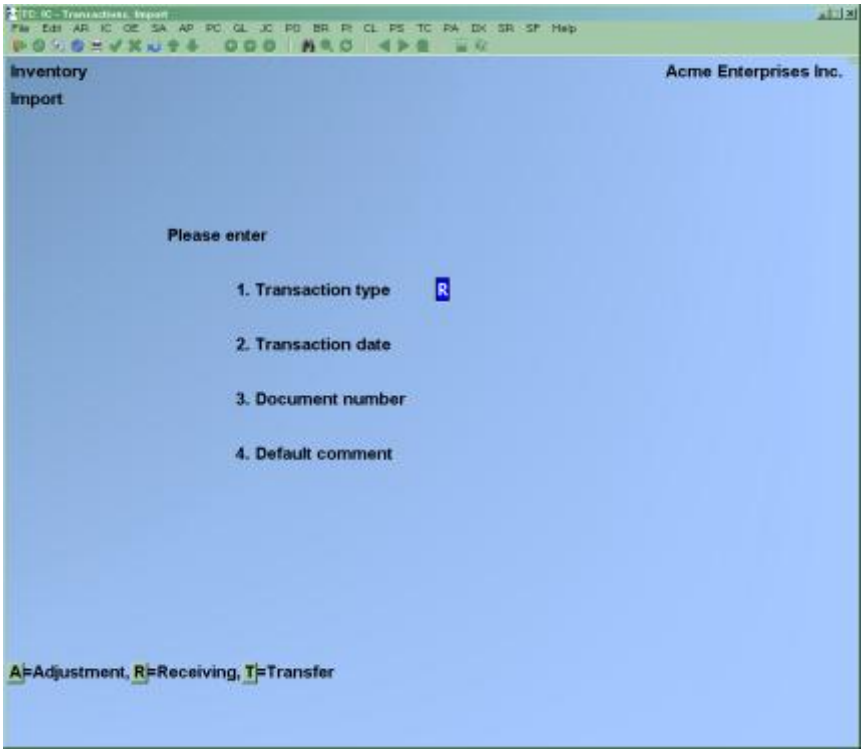
Importing Transactions

Adjustment, receiving and transfer transactions can be automatically imported into the Inventory Transaction file from a disk file that is not normally part of the Inventory system.

The *Import* selection allows you to retrieve the information needed from the disk file to automatically create adjustments, receivings or transfers. (Each disk file must contain only one of these transaction types.)

Transfer transactions can be imported only if you are using multi-warehousing. Select *Import* from the *Inventory* menu.

You see:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, "Receivings" automatically displays for field number 1 and the cursor is positioned at field number 2.

Enter the information as follows:

1. Transaction type

Enter **[A]** to import adjustment transactions **R** to import receiving transactions, or enter **T** to import transfer transactions.

2. Transaction date

Enter the date to be used as the transaction date for the transactions.

3. Document number

Enter the document number to be used for the transactions, or use the option:

Option: [Enter] to default to "IMPORT"

4. Default comment

Enter the comment to be used as a default comment for the transactions, or use the option:

Option: [Enter] to leave this field blank

For an “Adjustment” transaction type, an adjustment account field is a required entry and will default to the cost correction account in the control file.

For "Receivings" transaction type, when using multi-warehousing, field number 5 displays as follows:

[?] 5. Warehouse

Enter the warehouse code for which receivings are being imported, or use the option:

Option: [Enter] for the "Central" warehouse

For "Transfers" transaction type, field numbers 5 and 6 display as follows:

[?] 5. From warehouse

Enter the code for the sending warehouse (the one the items are being sent from), or use the option:

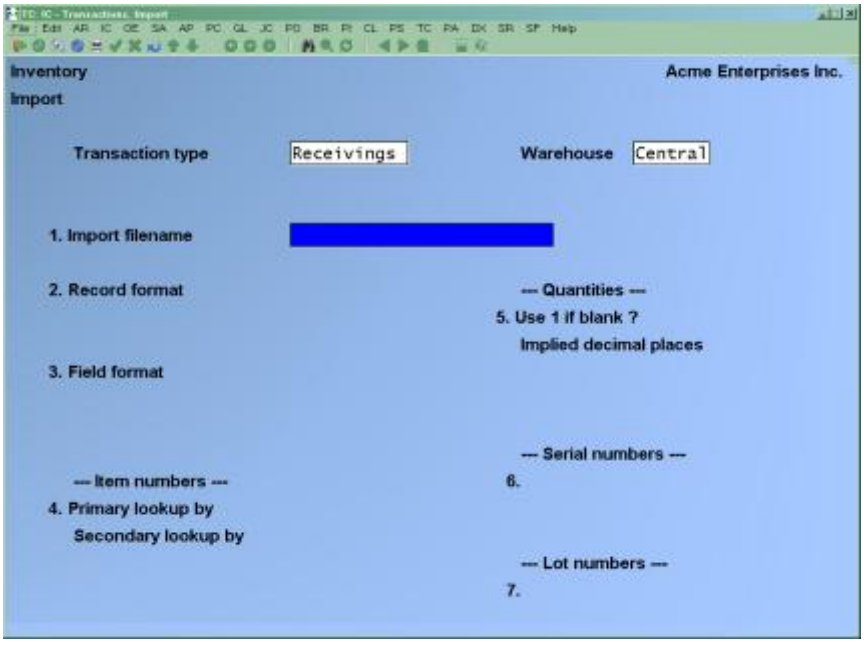
Option: [Enter] for the "Central" warehouse

[?] 6. To warehouse

Enter the code of the receiving warehouse, or use the option:

Option: [Enter] for the "Central" warehouse

A second screen to define the layout of the import file then appears as follows:



Using a Saved Import Format

If an import format was saved previously when using this selection, that format is displayed automatically.

Use "Field number to change?" to make any necessary changes for the file to be imported in this session. You may also press **[F1]** to clear the screen to enter a new import format.

Entering a New Import Format

Enter an import format in the same manner for receivings and transfers, as follows:

1. Import filename

Enter the name of the file to be imported. If the import file is not in the top-level Samco directory, include the drive letter and/or path name where it is located.

2. Record format

Enter the letter which corresponds to the record length of the import file.

Enter **V** if the length of each record is variable. Most ASCII files contain variable length records, terminated by a carriage return. These text files can be "typed" ("cat"ed in XENIX/UNIX systems) or printed, and display or print one record per line.

Enter **F** if the length of each record is "fixed", or has the same number of characters. A file containing fixed length records may or may not display or print one record per line. Some ASCII text files are fixed length.

Record length

If you specify a "fixed" record format, enter the number of characters in each record, between 1 and 256.

3. Field format

Enter the letter which corresponds to the format of each field in a record of the import file.

Enter **D** if the data fields in a record are in variable starting columns, and are separated by a specific, "delimiting" character at the end of each field.

Enter **F** if each data field in each record always begins in a specific, "fixed" column.

If you specify a "delimited" field format, two additional fields display for you to further define the delimiting character.

Delimiting chart

Specify the ASCII character used at the end of each field to separate the fields in a record. The character should be entered in its two-character hexadecimal form. The corresponding ASCII character is then displayed in quotation marks next to the hexadecimal entry.

Text in quotes?

Answer **Y** if the text fields in a record are enclosed in quotation marks. Otherwise, answer **N**.

Use the remaining fields on this screen to describe the item number, quantity, serial number, and lot number information in the import records. The fields which display depend on the field format that you entered in field number 3.

4. Item numbers

Describe the method of determining item numbers, as follows:

Primary look up by

Enter the letter corresponding to the first method to be used to locate each item number.

Enter **I** if the actual item number appears in the import record, or enter **B** if the item's bar code exists in the import record.

Secondary look up by

Enter the letter corresponding to the alternate method of locating the item number in each import record, or use the option:

Option: [Enter] for no secondary look up method

During the import, the item number (or bar code) is initially looked up using the method specified for "Primary look up by". If a matching entry is not located using that method, the "Secondary look up by" method is used.

Field number

For "delimited" field formats, enter the relative field number of the item number (or bar code) in an import record.

For example, if you enter 4 for this field, the item number (or bar code) for each item would be found in the fourth field, and is preceded by three occurrences of the delimiting character specified above in field number 3.

Start position
Length

For "fixed position" field formats, specify the starting column number and length of the item number (or bar code) field in an import record.

For example, if you enter a "Start position" of 15, and a "Length" of 10, the item number (or bar code) for each item would be found beginning at column 15 and extending for 10 characters.

5. Quantities

Describe the handling and location of the quantity in each import record, as follows:

Use 1 if blank?

Answer **Y** to import a default transaction quantity of 1 for any record whose quantity is spaces. Otherwise, answer **N**.

If you answer **Y**, any numeric quantity, including 0, is imported as the value in the record. If the quantity is spaces (blank), a quantity of 1 is imported. Non-numeric values that are not spaces are reported as errors.

If you answer **N**, numeric values are imported as usual. All non-numeric values, including spaces, are reported as errors.

Implied decimal places

Enter the number of decimal places contained within the quantity to be imported, either **1**, **2**, or **3**, or use the option:

Option: **[Enter]** to default to 0 if the quantities are always expressed as whole numbers

If the quantity to be imported contains a decimal point to separate whole digits from the decimal positions, the decimal point is used to determine the number of decimal places, and your entry in this field is ignored.

Field number

For "delimited" field formats, enter the relative field number of the quantity in an import record.

Start position
Length

For "fixed position" field formats, specify the starting column number and length of

the quantity field in an import record.

6. Serial numbers

Describe the location of the serial number in each import record for serialized items, as follows:

Field number

For "delimited" field formats, enter the relative field number of the serial number in an import record, or use the option:

Option: [Enter] to default to "None" if you are not using serial numbers

Start position
Length

For "fixed position" field formats, specify the starting column number and length of the serial number field in an import record, or use the option:

Option: [Enter] to default to a "Start position" of 0 if you are not using serial numbers

7. Lot numbers

Describe the location of the lot number in each import record for lot-controlled items, as follows:

Field number

For "delimited" field formats, enter the relative field number of the lot number in an import record, or use the option:

Option: [Enter] to default to "None" if you are not using lot numbers

Start position
Length

For "fixed position" field formats, specify the starting column number and length of the lot number field in an import record, or use the option:

Option: [Enter] to default to a "Start position" of 0 if you are not using lot numbers

Make changes as usual.

If you defined a new import format, or changed the saved import format, you are asked if you wish to save (replace) the format.

Answer **Y** to save this import format for use in subsequent import sessions. Only one import format may be retained. (The import format is saved in the I/C Control file.)

Answer **N** to use this import format for the current import session only. Any existing saved import format remains unchanged.

After you answer this question, the import process occurs.

Using the details supplied in the import format, the information from the import file is used to create inventory receiving or transfer transactions for the corresponding items and warehouse.

As the data file is being imported, a count of the records being imported and the item number being processed is displayed.

Any error conditions encountered during the import session are recorded in a text file named IMPORTxx.LOG ("xx" represents the company ID) in the Samco top-level directory. A message notifying that errors have been recorded in this file is displayed on the screen at the end of the import session.

Use *Inventory (Enter)* to view or change any of the information on the transactions after they are imported.

Printing an Inventory Edit List

Use the Inventory Edit List to print inventory transactions to be posted for review. The report will report any errors which would prevent a transaction from posting.

From the *Inventory* menu, select *Edit list*.

Enter the following information:

[?] 1. Starting item #
[?] 2. Ending item #

Specify the range of item numbers to include. Follow the screen instructions.

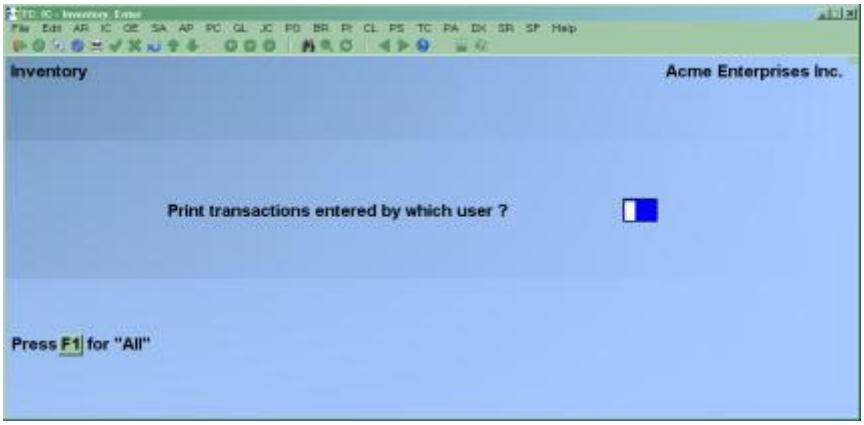
3. Report format

Answer **D**-Detailed, **S**-Summary, or **C**-Condensed.

A summary list does not include serial number/lot number information for any transaction.

A condensed list consolidates like transactions for an item into a single entry. In addition, the condensed list does not show G/L account numbers for any transaction or job numbers and cost items for job usage transactions.

If the *Track transactions by user?* field in *Setup (Control Information)* is set to "Y", the following screen will appear:



Enter the user ID whose transactions are to be printed or use the option:

Option: **[F1]** To select "All" users.

You are then asked to specify where to print the Inventory Transaction Edit List. Follow the screen instructions.

Check the Inventory Transaction Edit List for warning messages regarding transactions that will not be posted. If such a message appears for any transaction, use *Inventory (Enter)* to correct or complete the entry of the transaction prior to posting.

Printing Warehouse Transmittals

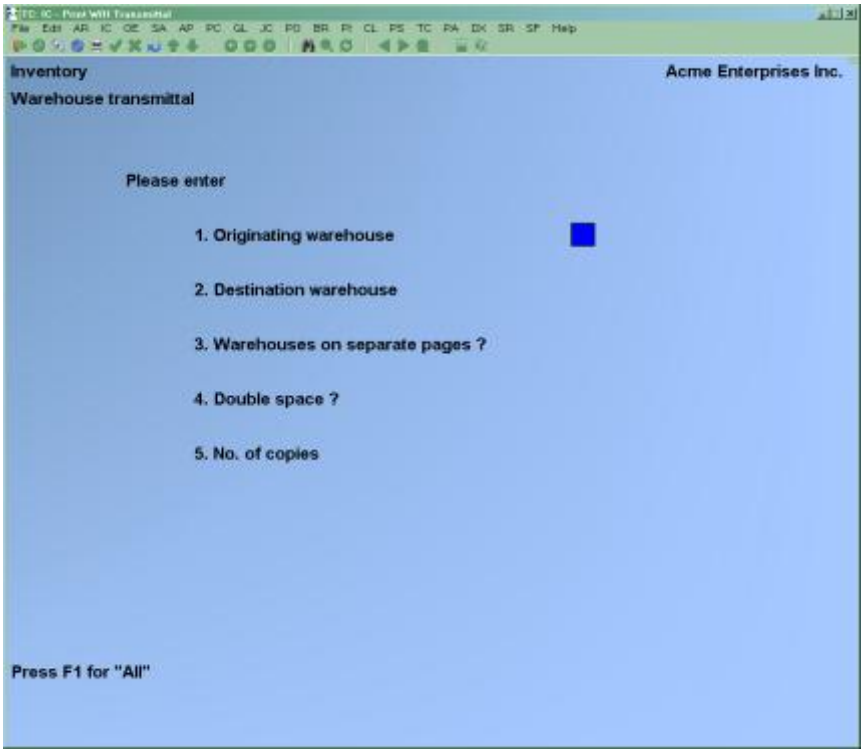
(This function does not display if multi-warehousing is set to **N** in *Control information*.)

If Purchasing is installed, the transfer reports are normally printed from within the Purchasing module. This function is provided for installations without the Purchasing module.

Use this function to generate a "packing list" to send with products being transferred from one warehouse to another. The warehouse transmittal must be printed after **T**-Transfer transactions are entered, but before they are posted.

From the *Inventory* menu select *Warehouse transmittal*.

The following screen is displayed:



Enter the report criteria as follows:

[?] 1. Originating warehouse

Enter the originating warehouse (where the items are being transferred from) to include on this report, or use the option:

Option: **[F1]** to print "All".

[?] 2. Destination warehouse

Enter the destination warehouse (where the items are being transferred to) to include on this report, or use the option:

Option: **[F1]** to print "All".

3. Warehouses on separate pages?

Answer **Y** if you want to print each destination and originating warehouse on a separate page for use as packing lists.

If you only entered one originating and one destination warehouse in the previous two fields this question is skipped.

4. Double space?

Answer **Y** if you want a blank line printed between each line item on the

transmittal(s).

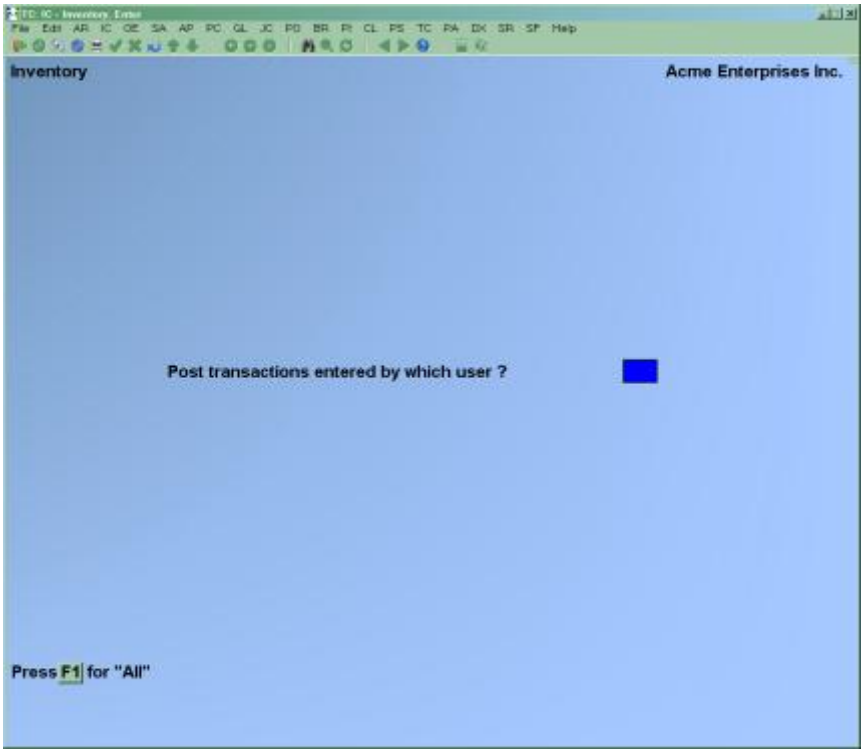
5. No. of copies?

Enter the number of copies to print for each warehouse transmittal. This is useful for printing to laser printers where multi-part forms cannot be used.

Posting Inventory Transactions

From the *Inventory* menu, select *Post*.

If the *Track transactions by use ?* field in *Setup (Control Information)* is set to "Y", the following screen will appear.



Enter the user ID whose transactions are to be posted or use the option:

Option: [F1] to select "All" users.

You are then asked to specify where to print the Inventory Transaction Register. Follow the screen instructions.

The Item, Status, History, and I/C Distribution to G/L files are updated to reflect the new transactions.

If the field *I/C distribution mode* in *Control information* is set to **D**, the I/C Distribution to G/L file will contain detailed G/L distributions, and options in the

Distributions to G/L report permit report by document #.

If you entered transactions for serialized and lot-controlled items, the serial number and lot number information prints on the Inventory Transaction Register, and is updated to the Serial file.

If you attempt to post transactions which are incomplete or incorrect, a message describing the error appears on your Inventory Transaction Register. These erroneous transactions are not posted and remain in the transaction file. Posting of accurate and complete transactions continues normally.

Distributions to General Ledger

Inventory transactions are posted in the order shown below. The G/L distributions generated by transaction posting are also described here.

Receivings

- Debit item's Inventory Account (Item file)
- Credit Balance Sheet Liability Account (I/C Control file)

For Standard Costing:

- Debit item's Inventory Account (Item file)
- Debit (or credit) Purchase Variance Account (I/C Control file)*
- Credit Balance Sheet Liability Account (I/C Control file)

If a receiving occurs when there is a negative quantity on hand (or negative LIFO/FIFO layer if using LIFO/FIFO Inventory):

- Debit item's Inventory Account (Item file)
- Debit (or credit) Cost Correction Account (I/C Control file)*
- Credit Balance Sheet Liability Account (I/C Control file)

* See the note below titled Special Note on Cost Correction.

Kit Assembly

- Debit kit-item's Inventory Account (Item file)
- Credit Work in Process Account (entered for the work order)

For Standard Costing:

- Debit item's Inventory Account (Item file)
- Debit (or credit) Purchase Variance Account (I/C Control file)*
- Credit Work in Process Account

If a kit assembly occurs when there is a negative quantity on hand (or negative LIFO/FIFO layer if using LIFO/FIFO Inventory):

- Debit item's Inventory Account (Item file)
- Debit (or credit) Cost Correction Account (I/C Control file)*
- Credit Work in Process Account

* See the note below titled Special Note on Cost Correction.

Credit Memos

- Debit item's Inventory Account (Item file)
- Credit Memo Account (Item file) as the main account number, with the specified profit centre (if multiple profit centres are used) as the sub-account number

No distributions are generated for component item credit memos for miscellaneous kits. Distributions for these transactions are generated in Point Of Sale Plus or Billing on the Miscellaneous/Drop-Ship Item Register. The transactions are posted here in order to update the inventory transaction register with the movement of inventory.

Upward Adjustments

- Debit item's Inventory Account (Item file)
- Credit Adjustment Account (entered for the transaction)

Transfers

No distributions are created for transfers.

Downward Adjustments

- Debit Adjustment Account (entered for the transaction)
- Credit item's Inventory Account (Item file)

Sales

- Debit item's Expense Account (Item file) as the main account number, with the specified profit centre (if multiple profit centres are used) as the sub-account number
- Credit item's Inventory Account (Item file)

No distributions are generated for component item sales for miscellaneous kits. Distributions for these transactions are generated in Point Of Sale Plus or Billing on the Miscellaneous/Drop-Ship Item Register. The transactions are posted here in order to update the inventory transaction register with the movement of inventory.

Component Usage

- Debit Work in Process Account (this account number is entered when the work order is entered)
- Credit component-item's Inventory Account (Item file)

Upward Job Usages

- Credit item's Inventory Account (Item file)
- Debit Jobs-In-Progress Account (Job Cost Control)

Downward Job Usages

- Debit item's Inventory Account (Item file)
- Credit Jobs-In-Progress Account (Job Cost Control)

For Standard Costing:

- Debit item's Inventory Account (Item file)
- Credit Jobs-In-Progress Account (Job Cost Control)
- Debit (or credit) Purchase Variance Account (I/C Control)*

* See the note below titled Special Note on Cost Correction.

Transactions are posted in the same order and with the same amounts as appear on the Inventory Transaction Register.

Special Note on Cost Correction

When there is a negative quantity on hand and a receiving, kit assembly, credit memo, or upward adjustment is posted, if the actual cost is greater than the average cost (replacement cost if using LIFO/FIFO Inventory), then the cost correction account is debited for the difference between the two costs. If the actual cost is less than this cost, then the cost correction account is credited.

For Standard Cost Inventory, the Purchase Variance account is debited or credited for the difference between the actual cost and the standard cost.

Cost correction can also occur in a kit assembly when the sum of the exact costs for each component are different from the sum of the rounded costs for each component (i.e., when each component's cost is rounded to two decimal places). In this case, inventory value has either been lost or gained as a result of manufacturing the item.

For example, if a kit-item is assembled out of two inventory items whose costs are 3.487 and 4.235 each, the inventory accounts for the components are credited for 3.49 and 4.24, summing up to 7.73. However, the actual cost of the kit-item is 3.487 + 4.235 = 7.722, which results in a debit of 7.72 to the kit-item's inventory account.

The penny that is "lost" in the manufacturing process is debited to the cost correction account.

Hardware Failure During Posting

In the event of a computer failure during posting (as the result of a power outage or other hardware problem), it is wise to restore your files from your backup copies and rerun the posting procedure.

However, if you have not backed up prior to posting, the posting procedures include features which prevent previously posted transactions from being posted again.

When the computer becomes functional again, print the Inventory Transaction Edit List to determine which transactions have been posted. The edit list will identify the transactions which have already been posted with the message "***Entry will not be posted due to duplication***".

The first transaction on the edit list not accompanied by this message is probably partially posted.

If posting is rerun without having the files restored from your backup copies, you should watch for this partially posted transaction. If any error is found in posting this transaction, you will have to correct it using manual entries.

Chapter 21

Prices

Use this selection to:

- change existing prices for an item or group of items,
- change existing costs for a group of items,
- enter prices for an item in a specific warehouse (if you selected to use multi-warehouse pricing in *Control information*),
- enter sale or contract prices for an item or group of items,
- print a list of sale or contract prices for a group of items,
- print a price list for a group of items, and
- print a price list for a particular customer

To use the *Purge sale prices* and *Purge contract prices* selections on the *Utility* menu, see the chapter titled *Utilities*.

Overview of Prices

Inventory provides for the following types of prices:

- Item default prices
- Warehouse-specific prices
- Sale prices
- Contract prices
- Warehouse-specific sale prices

Item default prices are the prices which exist for an item in the Item file (Price-1 through 9 for the stocking unit and for each alternate unit). If you do not enter a price code or set up any other prices for an item, Price-1 for the corresponding selling unit will be used as the default selling price. Price-1 is always used as the default price if the item is sold using the *Inventory* selection.

If an item has a price code for the selected selling unit, the item's selling price is calculated by applying the price code to the item's default prices. Price codes are used only in Point of Sale, Billing, Professional Invoicing, or Sales Management Solutions.

Item default prices can be changed using either the *Item prices* or *Items* selection.

Warehouse-specific prices are the prices charged for an item at a particular warehouse. These prices are used in place of item default prices when the item is sold from that warehouse in Point of Sale or Billing. If the item has a price code, it is applied to the warehouse-specific prices when calculating the selling price.

Warehouse-specific prices can be entered using *Item prices*, only if you selected multi-warehouse pricing in *Control information*.

From the Status record; *Inventory -> Items -> Enter* or *Inventory -> Status -> Enter*, while a specified item is displayed press the [F7] for the warehouse prices.

Sale prices are the prices charged for specific inventory items or groups of items, for a specific period of time. If a sale price is in effect when a ticket is entered in Point of Sale or an order is entered in Billing, the price used is the lower of the sale price and the price calculated based on item default or warehouse-specific prices.

Sale prices are entered using *Sale prices*. Six distinct types of sale prices can be defined for the stocking unit and for each alternate unit of an item, as shown below. However, Point of Sale and Billing use only the types which are indicated for "Use sale prices by" in *Control information*.

Warehouse-specific sale prices may be set up only if you selected multi-warehouse pricing in *Control information*.

If **multiple sale prices** exist for an item, the type which appears highest on the following list is used by Point of Sale and Billing:

1. Sale price for an item at a specific warehouse
2. Sale price for an item at "All" warehouses
3. Sale price for a category/sub-category at a specific warehouse
4. Sale price for a category at a specific warehouse
5. Sale price for a category/sub-category at "All" warehouses
6. Sale price for a category at "All" warehouses

Contract prices are the prices charged for specific items, or groups of items, to specific customers. They may be set up for a specific period of time, or to remain in effect until removed from the file.

If a contract price exists for an item/customer when a ticket is entered in Point of Sale or an order is entered in Billing, the contract price is used instead of any automatically calculated price. A contract price can instead be defined to only be

active when it is the lowest price.

Contract prices are entered using *Contract prices*. Three distinct types of contract prices can be defined for the stocking unit and for each alternate unit of an item, as shown below.

If **multiple contract prices** exist for an item, the type which appears highest on the following list is used by Point of Sale and Billing:

1. Contract price for a customer for a specific item
2. Contract price for a customer for a category/sub-category
3. Contract price for a customer for a category

Warehouse-specific contract prices cannot be defined.

Not on contract

If a contract price has one or more prices set to "Not on contract", the contract price record is skipped for that particular price level. For example, there is a "category" type contract price setup to give a 50% discount on the stocking unit, and alternate unit 1 & 2 for all categories for a particular customer or customer type. There is also a contract price by item (or customer type for an item) on an item with a stocking unit price of $5.00, and the alternate units are "Not on contract". Then, if the customer buys the item by the regular stocking unit, they will be charged $5.00. If they buy it by one of the alternate units, they will be charged 50% of the base price as per the category contract price.

No discount

If a contract price by category has one or more prices set to "No discount", then the customer is charged the regular price for the item, unless there is an item specific contract price for the item and customer. In the example above, if the second contract price were a category discount for a specific category, and the alternate unit discounts were "No discount", then the customer would again be charged $5.00 for buying in the stocking units, but would have to pay regular price for buying in the alternate units (instead of getting a 50% discount).

Deleting Prices

Any of the prices which you define through this selection may be deleted by pressing **[F3]** when the individual price information is displayed. Sale prices and contract prices may also be deleted by using either *Purge sale prices* or *Purge contract prices*.

In addition, if you delete an item using either *Items* or *Purge inactive items*, any associated prices for the deleted items are also removed. If the status record for an

item is deleted (using *Status*, *Items*, or *Purge inactive items*), warehouse-specific prices for the item in the related warehouse are deleted as well.

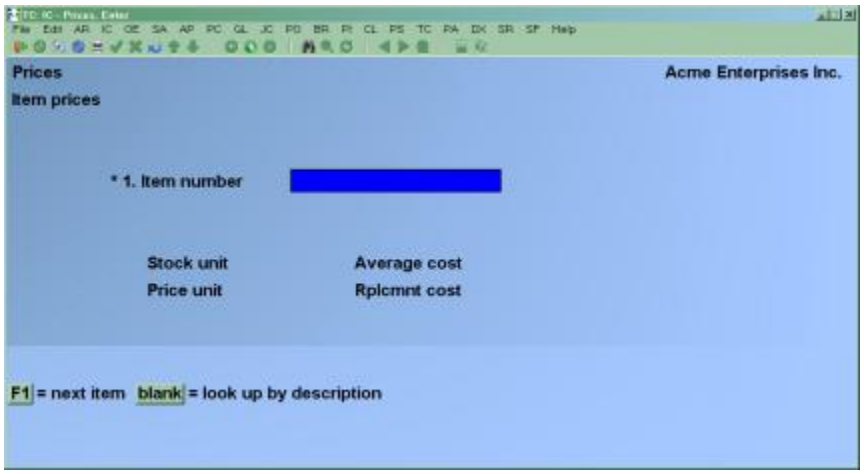
To Begin

From the I/C menu, select *Prices*. Then from the *Prices* menu, select *Item prices*.

Item Prices

If you are using multi-warehouse pricing (as specified in *Control information*), you are asked if you wish to enter *Prices by warehouse?*

If you respond **Y**, skip to the next section, titled *Warehouse-Specific Prices*. If you respond **N**, or if you are not using multi-warehouse pricing, you then see:



Enter the information as follows:

[?] 1. Item number

Enter the item number or bar code, or use one of the options:

Options: **[F1]** for the next item in item number order

[Enter] To look up the item by description

The existing non-zero prices for the item display, along with the item's stocking unit, pricing unit, average cost (standard cost for Standard Costing Inventory), and the replacement cost.

Use the "Field number to change?" to change any of the displayed prices. If the item has a pricing unit that is different from its stocking unit, enter the revised prices per pricing unit. The price per stocking unit will then be calculated and displayed.

2.-28. Prices

One to three columns of prices display. The first column is the regular selling price at each of the pricing levels defined in *Control Information*. The next 2 columns are for the alternate unit 1 pricing and alternate unit 2 pricing respectively.

Enter the new prices for this item.

If all the prices for the item entered are currently zero, the message displays "No prices exist for this item", and changes are not allowed. Zero prices must be changed through the *Items* selection.

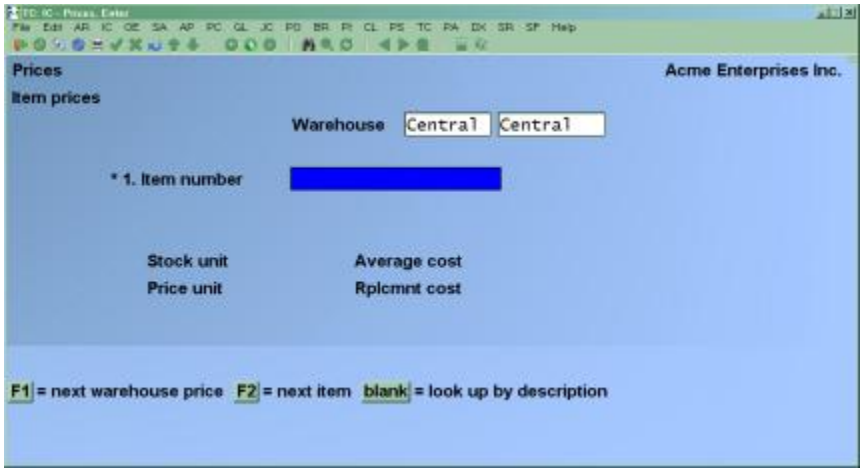
Prices cannot be changed to zero using this selection. If item prices must be made zero, use the *Items* selection.

Warehouse Specific Prices

If you responded **Y** to "Prices by warehouse?", then you are asked to enter the warehouse to change prices for. Enter the warehouse to change prices for, or use the option:

Options: **[Enter]** to use the Central warehouse

You then see:



The warehouse is displayed at the top of the screen.

Enter the following information:

[?] 1. Item number

Enter the item number or use one of the options:

Options: **[F1]** for the "next warehouse price"

[F2] For the “next item” in item number order

[Enter] To look up the item by description

If the item is not stocked at this warehouse, the message displays “No status record for this item at this warehouse Press ENTER to continue”. A status record for the item must be entered using *Status (Enter)*, before prices can be entered with this selection.

If a warehouse pricing record already exists for the item, the item’s warehouse pricing information will be displayed, and the remaining fields will be skipped.

Format: 15 characters (item #) or 20 characters (bar code)

2. Price Code

Enter the price code to use when the item is sold from this warehouse, or use one of the options:

Options: **[F1]** to use the “item default”

[Enter] For “none” to not use a price code

3.-29. Prices

Enter the prices specific to this warehouse, or use the option:

Options: **[Enter]** to use the default item price for “All” warehouses (ie. the *Item* price)

If you press **[Enter]**, "Item default" displays as the price. The price in the Item file will be used when the item is sold from this warehouse.

If the item has a pricing unit that is different from its stocking unit, enter the revised prices per pricing unit. The price per stocking unit is then calculated and displayed.

Prices cannot be set to zero with this selection. Entering a zero price will use the “Item default” price from the *Item* record pricing.

Entering Sale Prices

Use the *Sale prices* selection to enter sale prices and dates for inventory items or groups of items.

When entering P/S tickets or O/E orders, if a sale price is in effect for an item, the lower of the sale price and the automatically calculated price will be used as the default for the item.

Sale prices which have expired may be cleared from the file using this selection, or the *Purge* selection on the *Utility* menu (see the section titled *Purging Sale Prices* near the end of this chapter).

Select *Sale prices* from the *Prices* menu.

If you are using multi-warehouse pricing (as specified in *Control information*), you are asked if you wish to enter sale prices by warehouse. If you answer **Y**, then the warehouse that sale prices will affect is displayed at the top of the Sale Price entry screen. Answer **N** to enter a sale price which will affect "All" warehouses.

You are then asked to enter the following information:

*** 1. Sale type**

Enter **I** to enter a sale price for a specific item, or enter **C** to enter a sale price for a category or sub-category of items. You may also use one of the options:

Options: **[F1]** to scan through the sale prices on file

[Enter] After entering the first sale price, to default to the last sale type entered

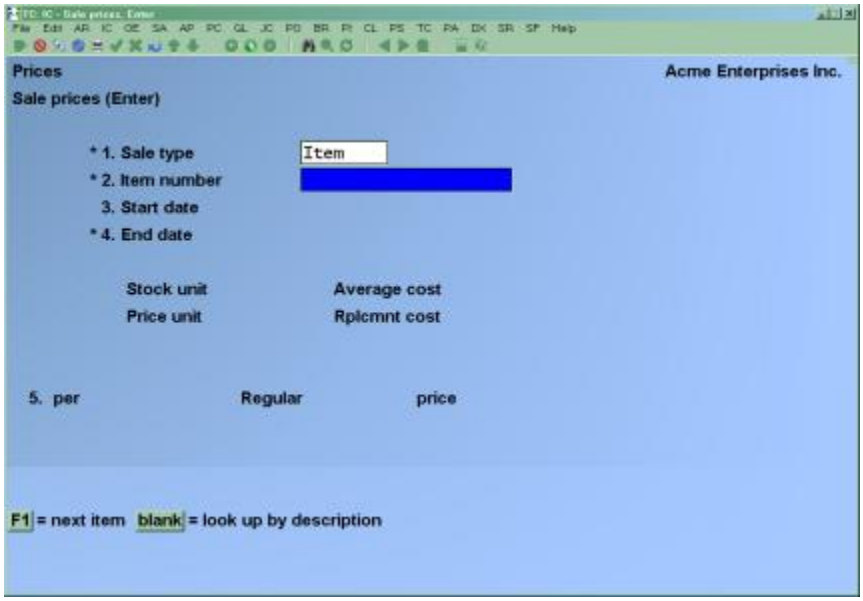
If you enter **I**, and did not select to use this type of sale price in *Control information*, a message displays to inform you that sale prices by item are not active.

If you enter **C**, and did not select to use either sale prices by category or sub-category, a message displays to inform you of this.

Sale prices may be entered by item, by category, or by sub-category, regardless of the types selected in *Control information*. However, these sale prices will not be used in Point of Sale or Billing until they are also selected in *Control information*.

Sale Price by Item

If you select sale prices by item (**I**), you then see:



Continue entering information as follows:

[?] * 2. Item number

Enter the item number or bar code, or use one of the options:

Options: [F1] to scan through the items on file in order by item number

[Enter] To look up the item by description

The item's stocking unit, pricing unit, average cost (standard cost for Standard Cost Inventory) and replacement cost are displayed, along with the current "regular" prices. If alternate units are defined for the item, they are displayed for entry of sale prices.

3. Start date

Enter the date that the sale price becomes effective. After entering the first sale price, you may also use the option:

Option: [Enter] to use the last sale price start date entered

*** 4. End date**

Enter the last date that the sale price will be in effect. After entering the first sale price, you may also use the option:

Option: [Enter] to use the last sale price end date entered

5. per (Stocking unit) Regular

This field displays the regular selling price for each price level used.

(Stocking unit) price

Enter the sale price per stocking unit of this item for each price level, or use the option:

Option: [Enter] to indicate that the stocking unit is not on sale

If alternate units are defined for the item, up to two additional columns appear:

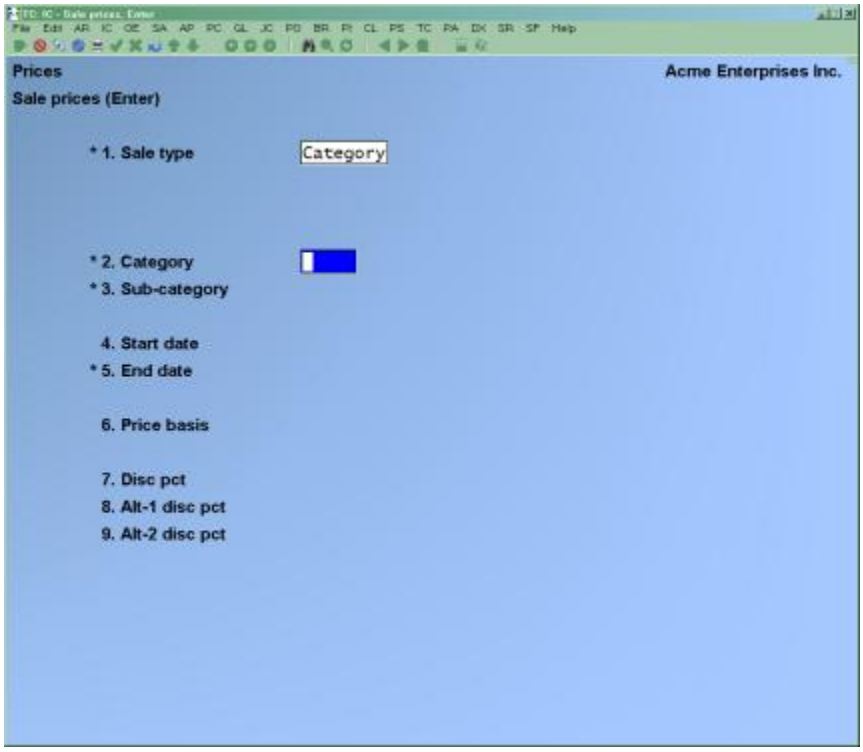
(Alternate unit 1) sale price
(Alternate unit 2) sale price

For each alternate unit shown, enter the sale price per alternate unit for each price level or use the option:

Option: [Enter] to indicate that the alternate unit is not on sale

Sale Price by Category

If you select sale prices by "Category", you then see:



Enter the following information:

[?] * 2. Category

Enter the category of the items to be included in the sale price.

*** 3. Sub-category**

Enter the sub-category of the items to be included in the sale price, or use the option:

Option: [F1] For "All" sub-categories of the category

An entry of "All" is considered a "category" sale price because it includes the entire category. An entry of a specific sub-category is considered a "sub-category" sale price. If you press **[Enter]** to leave the sub-category blank, this is a "sub-category" sale price for items in the selected category with no sub-category.

If you enter a sub-category of "All", and did not select to use sale prices by category (in *Control information*), a message displays to inform you that category sale prices are not active.
If you enter a specific sub-category, and did not select to use sale prices by sub-category (in *Control information*), a message displays to inform you that sub-category sale prices are not active.

4. Start date

Enter the date that the sale price becomes effective. After entering the first sale price, you may also use the option:

Option: [Enter] to use the last sale price start date entered

*** 5. End date**

Enter the last date that the sale price will be in effect. After entering the first sale price, you may also use the option:

Option: [Enter] to use the last sale price end date entered

6. Price basis

Specify the price to be used as a base for discounting. Enter **1** to calculate the sale price by discounting price-1, **2** for price-2, **3** for price-3, etc.

After entering the first sale price, you may also use the option:

Option: [Enter] to use the last price basis entered

7. Disc pct

Enter the percent by which to discount the price specified for "Price basis" when the

item is sold by its stocking unit, or use the option:

Option: [Enter] to indicate that the stocking unit price is not on sale

8. Alt-1 disc pct

Enter the percentage by which to discount the price specified for "Price basis" when the item is sold by its first alternate unit. You may also use the option:

Option: [Enter] to indicate that the first alternate unit price is not on sale

9. Alt-2 disc pct

Enter the percentage by which to discount the price specified for "Price basis" when the item is sold by its second alternate unit. You may also use the option:

Option: [Enter] to indicate that the second alternate unit price is not on sale

Entering Contract Prices

Use this selection to enter contract prices for items for a customer, customer type, or a category/sub-category of items for a customer.

When entering a P/S ticket or an O/E order, if a contract price is in effect for an item/customer, the contract price is used instead of the automatically calculated price. A contract price can instead be defined to only be active when it is the lowest price.

Contract prices which are no longer in effect may be cleared from the file using this selection, or the *Purge contract prices* selection on the *Utility* menu (see the section titled *Purging Contract Prices* at the end of this chapter).

Contract prices may be entered by item, by category, or by sub-category, regardless of the types selected in *Control information*. However, these contract prices will not be used in Point of Sale or Billing until they are also selected in *Control information*.

From the I/C menu, select *Prices*, then *Contract prices*. Then from the *Contract prices* menu, select *Enter*.

On the screen which appears, enter the following information:

*** 1. Contract type**

Enter **I** for a contract price on a specific item, enter **C** for a contract price on a category or sub-category of items, or enter **T** for a contract price on a specific item for a specific customer type. You may also use one of the options:

Options: **[F1]** to scan through the contract prices on file

[F2] to copy a contract price from another customer; See *Copying Contract Pricing By Customer Number* later in this chapter.

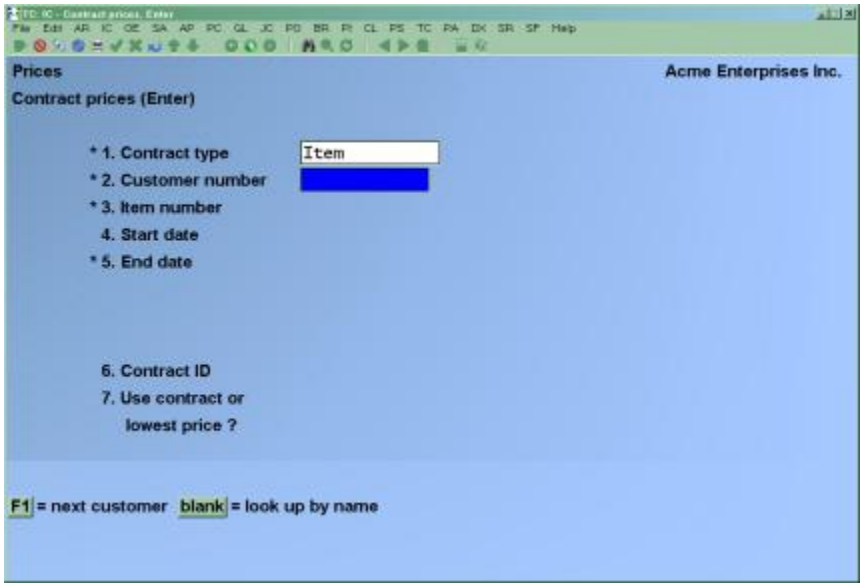
[F3] to copy a contract price from another customer type; See *Copying Contract Pricing By Customer Type* later in this chapter.

[Enter] After entering the first contract price, to default to the last contract type entered

If you enter **I**, and did not select to use this type of contract price in *Control information*, a message displays to inform you that contract prices by item are not active.

Contract Price by Item

If you specify a Contract type of **I** ("Item"), the screen appears as follows:



Continue entering information as follows:

[?] * 2. Customer number

Enter the number of the customer to receive the contract price. If Accounts Receivable is used, you may also use one of the options:

Options: **[F1]** to scan through the customers on file in order by customer number

[Enter] To look up the customer by name

After entering the first contract price, you also have this option:

Option: [Enter] to use the last customer number entered

*** 3. Item number**

Enter the item number or bar code, or use one of the options:

Options: [F1] to scan through the items on file in order by item number

[Enter] To look up the item by description

4. Start date

Enter the date that the contract price becomes effective, or use one of the options:

Options: [F1] for "None" if there is no specific start date

[Enter] After entering the first contract price, to use the last contract start date entered

*** 5. End date**

Enter the last date that the contract price will be in effect, or use one of the options:

Options: [F1] for "None" if there is no specific end date

[Enter] After entering the first contract price, to use the last contract end date entered

6. Contract id

Enter the identification information for this contract, or use one of the options:

Options: [Enter] for the first contract price, to skip this field

[Enter] For subsequent contract prices, to use the last contract ID entered

7. Use contract or lowest price?

Enter **C** or **L** to indicate whether to always use the contract price or to use the lowest price, if a lower price exists for this item.

8. (Stocking unit) price

Enter the contract price per stocking unit of this item for this customer or use the option:

Option: **[Enter]** to indicate that the price is not on contract

If alternate units are defined for the item, up to two additional fields appear:

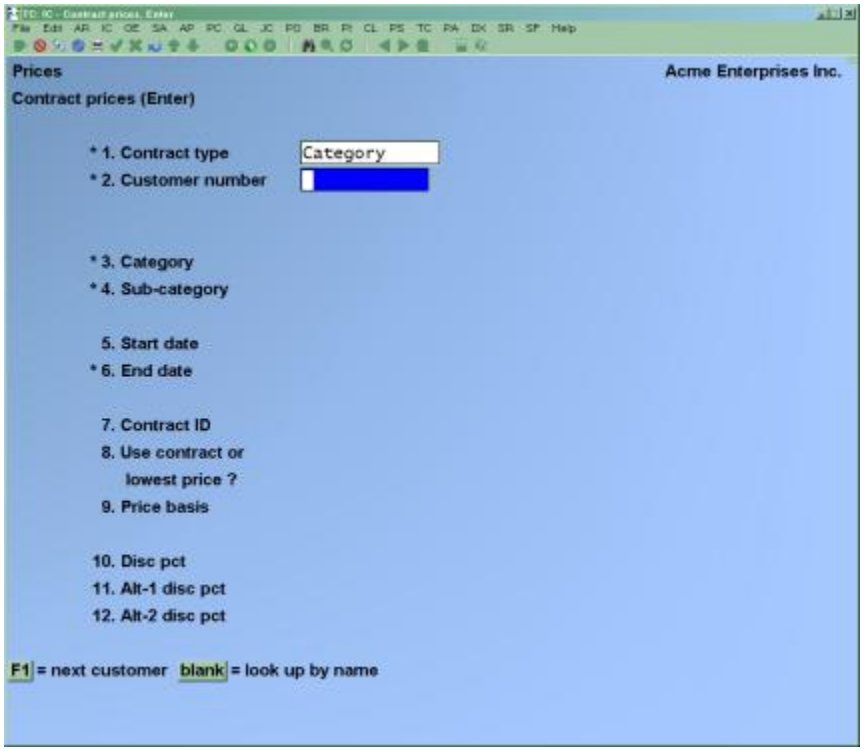
9. (Alternate unit 1) price
10. (Alternate unit 2) price

For each alternate unit shown, enter the contract price per alternate unit for this customer or use the option:

Option: **[Enter]** to indicate that the price is not on contract

Contract Price by Category

If you specify a Contract type of **C** ("Category"), the screen appears as follows:



Enter the following information:

[?] * 2. Customer number

Enter the number of the customer to receive the contract price. If Accounts Receivable is installed, you may also use one of the options:

Options: **[F1]** to scan through the customers on file in order by customer number

[Enter] To look up the customer by name

After entering the first contract price, you also have this option:

Option: **[Enter]** to use the last customer number entered

[?] * 3. Category

Enter the category of the items to be included in the contract price.

*** 4. Sub-category**

Enter the sub-category of the items to be included in the contract price, or use the option:

Option: **[F1]** For "All" sub-categories of the category

An entry of "All" is considered a "category" contract price because it includes the entire category. An entry of a specific sub-category is considered a "sub-category" contract price. If you press **[Enter]** to leave the sub-category blank, this is a "sub-category" sale price for items in the selected category with no sub-category.

If you enter a sub-category of "All", and did not select to use contract prices by category (in *Control information*), a message displays to inform you that category contract prices are not active.

If you enter a specific sub-category, and did not select to use contract prices by sub-category (in *Control information*), a message displays to inform you that sub-category contract prices are not active.

5. Start date

Enter the date that the contract price becomes effective, or use one of the options:

Options: **[F1]** For "None" if there is no specific start date

[Enter] After entering the first contract price, for the last contract start date entered

*** 6. End date**

Enter the last date that the contract price will be in effect, or use one of the options:

Options: **[F1]** For "None" if there is no specific end date

[Enter] After entering the first contract price, for the last contract end date entered

7. Contract ID

Enter the identification information for this contract, or use one of the options:

Options: **[Enter]** for the first contract price, to skip this field

[Enter] For subsequent contract prices, to use the last contract ID entered

8. Use contract or lowest price?

Enter **C** or **L** to indicate whether to always use the contract price or to use the lowest price, if a lower price exists for this item.

9. Price basis

Specify the price to be used as a base for discounting. Enter **1** to calculate the contract price by discounting price-1, **2** for price-2, **3** for price-3, **4** for price-4, etc.

After entering the first contract price, you may also use the option:

Option: **[Enter]** to use the last price basis entered

10. Disc pct

Enter the percentage by which to discount the price specified for "Price basis" when an item is sold by its stocking unit, or use the option:

Option: **[F1]** for "No discount" if there is to be no discount applied on this stocking unit

[Enter] To indicate that the stocking unit price is not on contract

11. Alt-1 disc pct

Enter the percentage by which to discount the price specified for "Price basis" when an item is sold by its first alternate unit. You may also use one of the options:

Option: **[F1]** for "No discount" if there is to be no discount applied on this stocking unit

[Enter] To indicate that the first alternate unit price is not on contract

12. Alt-2 disc pct

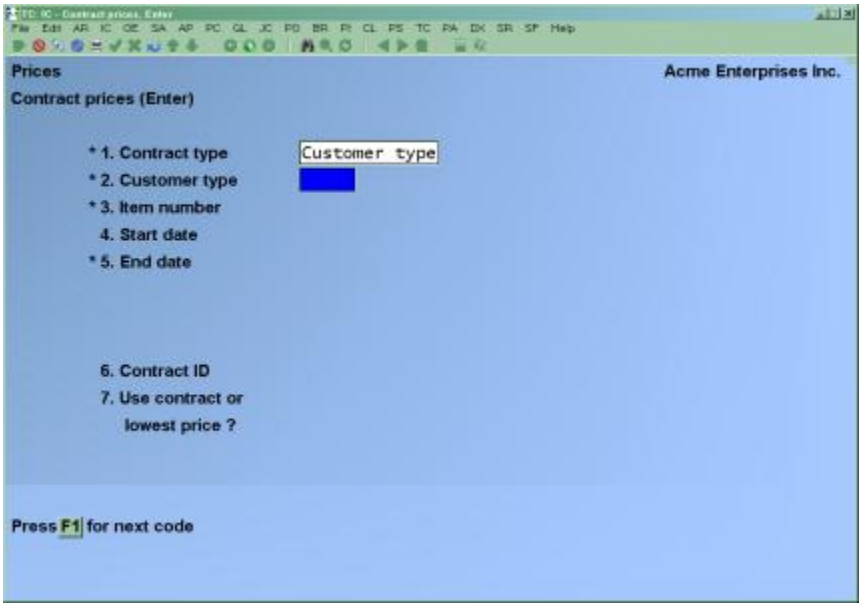
Enter the percentage by which to discount the price specified for "Price basis" when an item is sold by its second alternate unit. You may also use the option:

Option: **[F1]** for "No discount" if there is to be no discount applied on this stocking unit

[Enter] To indicate that the second alternate unit price is not on contract

Contract Price by Customer Type for an Item

If you specify a Contract type of **T** ("Customer type for item"), the screen appears as follows:



(This contract pricing type can only be used if **Accounts Receivable** is installed.)

Enter the following information:

[?] * 2. Customer type

Enter the customer type who will receive the contract price, or use the option:

Options: [F1] to scan through the customer types on file in alphanumeric order

[?] * 3. Item number

Enter the item number or bar code, or use one of the options:

Options: [F1] to scan through the items on file in order by item number

[Enter] To look up the item by description

4. Start date

Enter the date that the sale price becomes effective, or use one of the options:

Options: [F1] for "none" to have no start date

[Enter] to use the last contract price start date entered, if previous contract prices were entered in this session

*** 5. End date**

Enter the last date that the sale price will be in effect. After entering the first sale price, you may also use the option:

Options: [F1] for "none" to have no end date

[Enter] To use the last contract price end date entered, if previous contract prices were entered in this session

6. Contract ID

Enter the identification information for this contract, or use one of the options:

Options: [Enter] for the first contract price, to skip this field

[Enter] For subsequent contract prices, to use the last contract ID entered

7. Use contract or lowest price?

Enter **C** or **L** to indicate whether to always use the contract price or to use the lowest price, if a lower price exists for this item.

8. (Stocking unit) price

Enter the contract price per stocking unit of this item for this customer type or use the option:

Option: [Enter] to indicate that the price is not on contract

If alternate units are defined for the item, up to two additional fields appear:

(Alternate unit 1) price
(Alternate unit 2) price

For each alternate unit shown, enter the contract price per alternate unit or use the

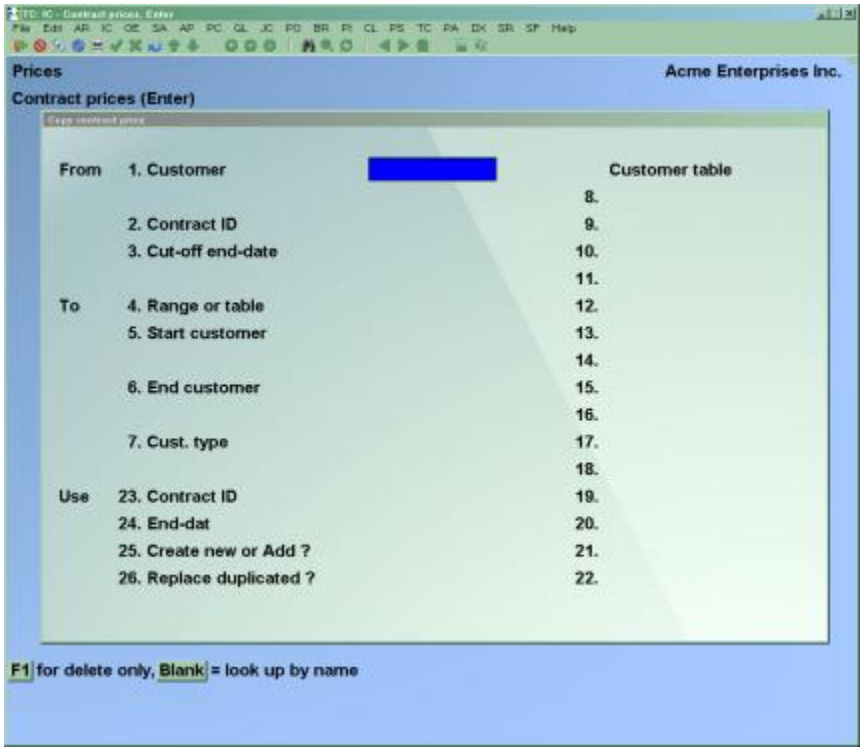
option:

Option: **[Enter]** to indicate that the alternate unit is not on contract.

Copying Contract Pricing By Customer

This option enables you to copy item and/or category contract pricing for a specific contract ID or all contract ID's from one customer to a range or table of other customers. It can also be used to delete contract prices for a range or table of customers.

If you use **[F2]** to copy the contract pricing for a customer, the following new input screen appears:



Enter the following information:

[?]1. Customer

Enter customer number to copy from, leave blank to look up the customer by name, or use the option:

Options: **[F1]** to enter "Delete" mode to remove contract pricing for the "To" customer(s).

In "Delete" mode, only fields 4-22 are entered. The remaining fields display "Not Applicable".

2. Contract ID

Enter an existing contract number, or use the option:

Options: **[F1]** for "All" contract ID's for this customer.

3. Cut-off end date

Enter a cut-off date for contracts to copy from, or use the option:

Options: **[F1]** for the "latest" contract date on file.

All contracts specified in the **Contract ID** field

4. Range or table

Enter **R** to copy the contract prices to a range of customers, or enter **T** to copy the contract prices to a list of up to 15 individual customers.

If you enter **T** for this field, then fields 5-7 will display "Not applicable".

[?] 5. Start customer #

Enter the customer number which is alphanumerically lowest in the range of customers who will have the contract prices copied to, or use the option:

Options: **[F1]** for the "first" customer

[?] 6. End customer #

Enter the customer number which is alphanumerically highest in the range of customers who will have the contract prices copied to, or use the option:

Options: **[F1]** for the "last" customer

[?] 7. Cust. Type

Enter the customer type to copy the contract prices to, or use the option:

Options: **[F1]** for "all" customer types

Entering a customer type here will result in the contract prices being copied only to customers specified in the range of customers AND having this customer type.

[?] 8-22. Customer table

If you entered **R** in the **Range or table** field, these fields are skipped.
Enter a list of up to 15 customers to copy the contract prices to. At least 1 customer

must be entered. When you are finished entering the list of customers, hit **[Enter]** to proceed to the **Contract ID** field. The remaining fields under the **Customer list** will remain blank.

23. Contract ID

Enter the new contract number for the "To" customer(s), or use one of the options:

Options: **[F1]** for "None" to assign a blank contract ID
[Enter] for "Original" to assign the same end date as in the "from" contract price(s)

24. End-date

Enter the new end date for the "To" contract prices, or use one of the options:

Options: **[F1]** for "None" to assign no end date
[Enter] for "Original" to assign the same end date as in the "From" contract price(s)

25. Create new or Add.

Enter **A** to "Add" or **C** to "Create" new contract prices for the "To" customers.

The **A** option adds new contract prices from the "from" customer contract pricing, without deleting any contract pricing that already exists for the "To" customer.

The **C** option deletes all contract prices for the "To" customer(s) before creating the new contract pricing from the "From" customer.

26. Replace duplicated:

If you selected **C** to create new contract pricing for the "To" customers, this field displays "Not applicable".

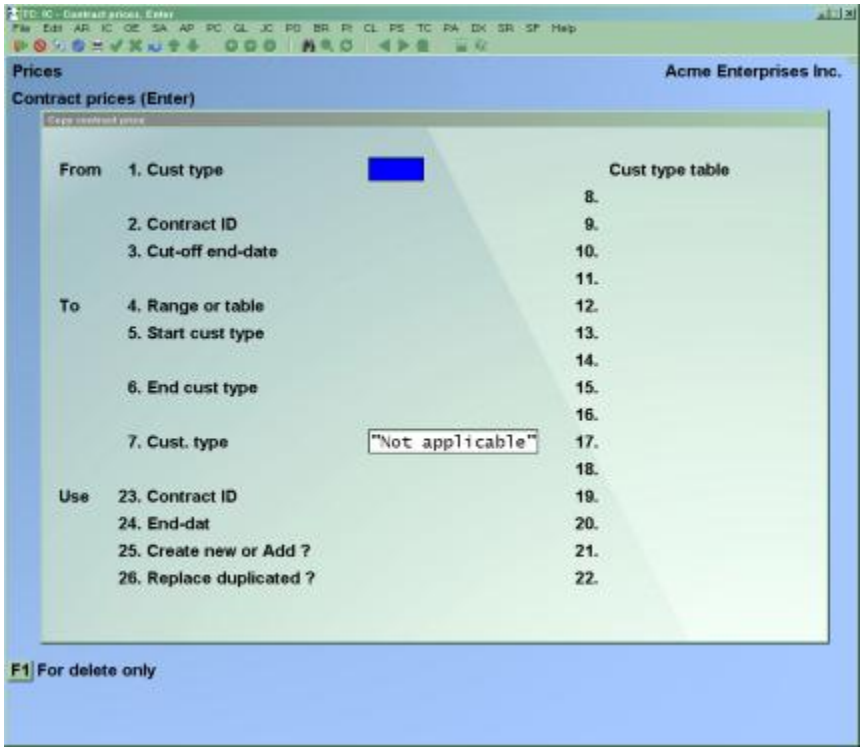
Answer **Y** to replace an existing contract price in the "To" customer if a duplicate contract price exists in the "From" customer.

Answer **N** to not replace any contract prices in the "To" customer that are duplicated in the "From" customer.

Copying Contract Pricing by Customer Type

This option enables you to copy item contract pricing for a specific contract ID or all contract ID's for a specific customer type to a range or table of other customer types. It can also be used to delete item contract prices for a range or table of customer types.

If you use **[F4]** to copy the contract pricing for a customer type, the following new input screen appears:



Enter the following information:

[?] 1. Cust. Type

Enter customer type to copy from, or use the option:

Options: **[F1]** to enter "Delete" mode to remove contract pricing by customer type for the "To" customer(s).

In "Delete" mode, only fields 4-22 are entered. The remaining fields display "Not applicable.

2. Contract ID

Enter an existing contract number, or use the option:

Options: **[F1]** for "All" contract ID's for this customer.

3. Cut-off end date

Enter a cut-off date for contracts to copy from, or use the option:

Options: **[F1]** for the "latest" contract date on file.

All contracts specified in the **Contract ID** field

4. Range or table

Enter **R** to copy the contract prices to a range of customer types, or enter **T** to copy the contract prices to a list of up to 15 individual customer types.

If you enter **T** for this field, then fields 5-7 will display "Not applicable".

[?] 5. Start cust type

Enter the customer type which is alphanumerically lowest in the range of customer types which will have the contract prices copied to, or use the option:

Options: **[F1]** for the "First" customer type

[?] 6. End cust type

Enter the customer type which is alphanumerically highest in the range of customer types which will have the contract prices copied to, or use the option:

Options: **[F1]** for the "Last" customer type

[?] 7. Cust. Type

This field displays "Not applicable" when copying contract pricing by customer type.

[?] 8-22. Cust type table

If you entered **R** in the **Range or Table** field, these fields are skipped.

Enter a list of up to 15 customer types to copy the contract prices to. At least 1 customer type must be entered. When you are finished entering the list of customer types, hit **[Enter]** to proceed to the **Contract ID** field. The remaining fields under the **Cust type list** will remain blank.

23. Contract ID

Enter the new contract number for the "To" customer type(s), or use one of the options:

Options:	**[F1]**	for "None" to assign a blank contract ID
	[Enter]	for "Original" to assign the same contract ID as in the "From" contract price(s)

24. End-date

Enter the new end date for the "To" contract prices, or use one of the options:

Options	**[F1]**	for "None" to assign no end date
	[Enter]	for "Original" to assign the same end date as in the "From" contract price(s)

25. Create new or Add.

Enter **A** to "Add" or **C** to "Create" new contract prices for the "To" customers.

The **A** option adds new contract prices from the "From" customer contract pricing, without deleting any contract pricing that already exists for the "To" customer.

The **C** option deletes all contract prices for the "To" customer(s) before creating the new contract pricing from the "From" customer.

26. Replace duplicated:

If you selected **C** to create new contract pricing for the "To" customers, this field displays "Not applicable".

Answer **Y** to replace an existing contract price in the "To" customer if a duplicate contract prices exists in the "From" customer.

Answer **N** to not replace any contract prices in the "To" customer that are duplicated in the "From" customer.

Viewing Contract Prices

Use the *View* selection to view the current contract prices for a customer. Contract numbers, items, Price-1, and start and end dates are displayed for the selected customer and contract(s).

The following screen will appear:

Enter the following information:

Customer:

Enter the customer number whose contracts you wish to view, or use one of the options:

Options:	**[F1]**	to scan through the customers on file in order by customer number
	[Enter]	to look up the customer by name

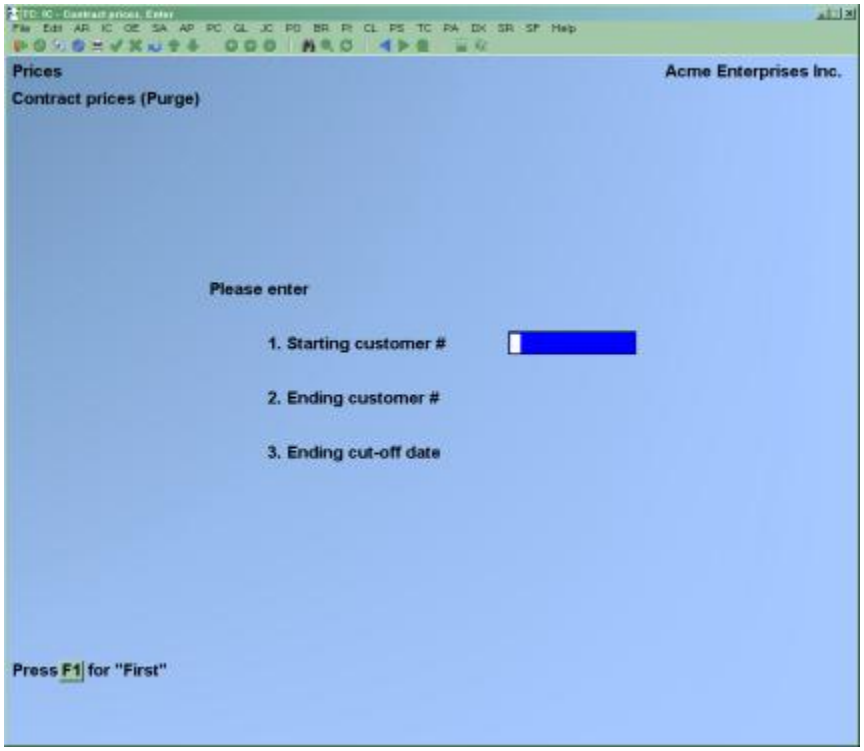
Contract:

Enter the contract number you wish to view for this customer, or use the option:

Options:	**[F1]**	to view all contracts for this customer.

Purging of Contract Prices

Use the *Purge* selection to remove old contract prices from the system. This screen will display as follows:



Enter the following information:

1. Starting customer #

Enter the customer number which is alphanumerically lowest in the range of customers whose contract prices are to be purged, or use the option:

Options: **[F1]** for the "First" customer

2. Ending customer #

Enter the customer number which is alphanumerically highest in the range of customer whose contract prices are to be purged, or use the option:

Options: **[F1]** for the "Last" customer

3. Ending cut-off date

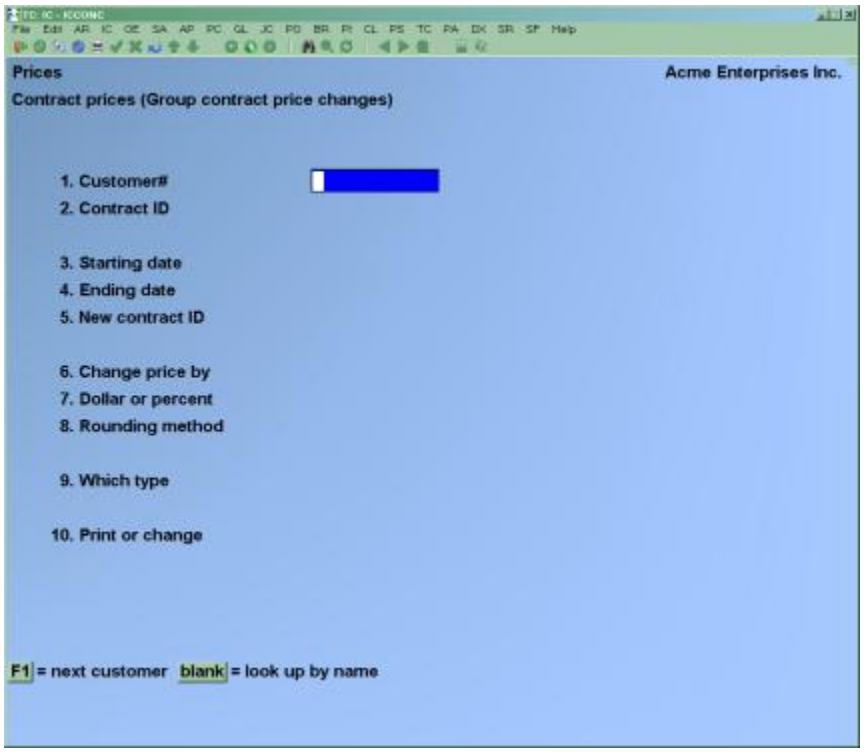
Enter the latest date for the contract ending date to purge. Any contract prices with an ending contract date of this date or earlier will be removed.

NOTE: The date entered is not checked against the current date, so it is possible to purge contract prices currently in effect. Be especially careful when using this selection.

Changing Prices for a Group of Contract Prices

Use the *Group contract price changes* selection to change the price on all contract priced items for a particular customer contract or all contracts for a customer.

The screen will appear as follows:



Enter the following information:

1. Customer #

Enter the customer number whose contract(s) are to have the prices changed, or use one of the options:

Options:	**[F1]**	for the "Next" customer
	[Enter]	to look up the customer by name

2. Contract ID

Enter the contract ID of the contracted items to have price changes applied, or use the option:

Options:	**[F1]**	for "all" contracts for this customer

3. Starting date
4. Ending date

Enter new contract starting and/or ending dates for the contract prices, or use one of the options:

Options:	**[F1]**	to keep the original starting and/or ending date
	[Enter]	for "None" if there is no specified start and/or end date

5. New contract ID

Enter new contract ID for these contract prices, or use the option:

Options:	**[F1]**	for the "Original" contract ID

6. Change prices by

Enter **D** to change contract prices by a dollar amount. This option cannot change contract prices entered as category contract prices, as these prices are set up as percentage discounts from a selected price basis.

Enter **P** to change contract prices by a percentage amount. This option will change item contract prices by the specified percentage of the current item contract price. Category contract prices will have their percentage adjusted by adding the specified percentage in the price change to the current percentage. For example, a +5% price change to a category contract price of 10% of Price-1 will result in a new contract price of 15% of Price-1. A +5% prices change to an item contract price of $100.00 will result in a new item contract price of $105.00.

7. Dollar or percent

If you selected **D** to "Change prices by" a dollar amount, enter the dollar amount to

increase the contract prices by. To decrease the contract prices, precede the dollar amount with a minus sign.

If you selected **P** to "Change prices by" a percentage amount, enter the percentage amount to increase the contract prices by. To decrease the contract prices, precede the percentage amount by a minus sign.

8. Rounding method

Specify the method to be used for rounding the newly calculated prices. Enter **C** to round the prices to the nearest cent, **P** to round the prices to the nearest price point, **I** to increase the prices to the next price point, or **N** to not round the prices.

If you enter **C**, the third decimal position of each new price is rounded up or down to the nearest cent. A value of 5 or greater is rounded up, and 4 or less is rounded down.

If you enter **P** or **I** to round or increase prices to the nearest or next price point, a window appears for you to enter price points to be used.

See *group price changes* for details on using the price point table.

9. Which type

If you enter **I**, only contract prices that were set up for specific items will have their prices changed by this group price change.

If you enter **C**, only contract prices that were set up for categories of items will have their prices changed by this group price change.

If you enter **B**, contract prices that were set up for both specific items and categories will have their prices changed by this group price change.

10. Print or change

Enter **P** to only print a report showing all items for which prices would be changed, along with the old and new prices which would be changed. The prices are not actually changed.

Enter **C** to print the report and change the prices.

Enter **D** to not print the report and change the prices.
After the report is printed, you will return to the *Contract type* field to enter another group contract price change, or hit **[Tab]** to exit.

Changing Prices for a Group of Items

Use this selection to change existing prices, base costs, replacement costs, or average

costs for a group of items.

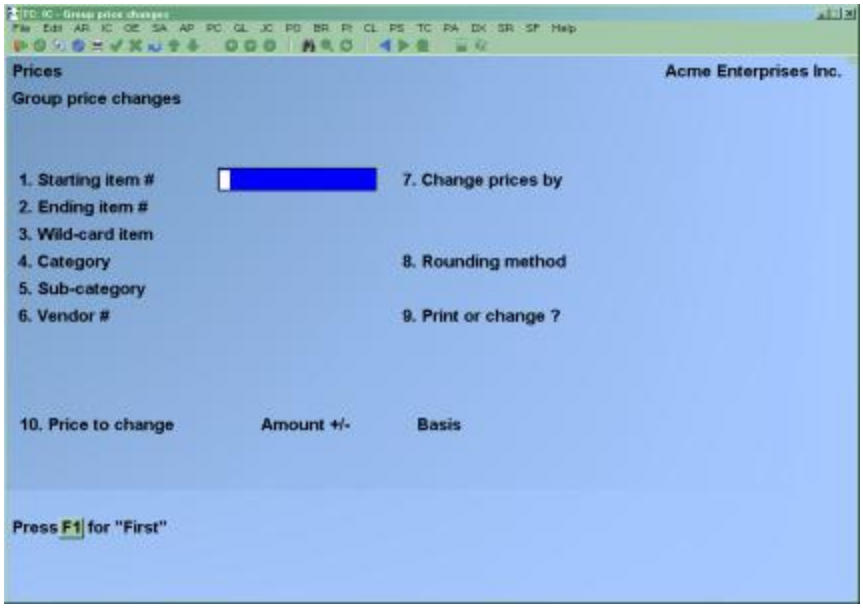
Select *Group price changes* from the *Prices* menu.

If you are using multi-warehouse pricing (as specified in *Control information*), you are asked if you wish to change group prices by warehouse. If you answer **Y**, then the price changes will take effect only at the warehouse shown at the top of the group prices changes entry screen. Answer **N** to enter a group price change which will affect the default prices in the item file, leaving any warehouse-specific prices alone.

NOTE: If you are using "Prices by warehouse" (per the setting in Control information), costs cannot be updated through this function.

IMPORTANT: Any cost changes do not create G/L transactions, and subsequently your G/L balance will not be in sync with your Inventory Valuation Report.

You then see:



NOTE: If you selected to change group prices by warehouse, the warehouse you specified (or "All") is shown at the top of this screen.

Enter the information as follows:

[?] 1. Starting item #
[?] 2. Ending item #

Enter the range of item number for which prices are to be changed.
Follow the screen instructions.

3. Wild-card item

Enter an item number using the [*] symbol in place of any character or digit where you want a range in place of a specific character or digit, or use the option:

Options: **[F1]** to include "all" items in the item range previously entered.

For example, if you entered a value in this field of 1*9*, the system would pull all item numbers where the 1st character was a 1 and the third character was a 9. Since the second and fourth characters of the item number are "wild-carded", their value would not matter.

[?] 4. Category

Enter the category of the items for which prices are to be changed, or use the option:

Options: **[F1]** for "all" categories

5. Sub-category

Enter the sub-category of the items for which prices are to be changed, or use the option:

Options: **[F1]** for "all" sub-categories

[?] 6. Vendor #

Enter the vendor number to change item prices for a single vendor, or use the option:

Options: **[F1]** for "all" vendors

7. Change prices by

Prices can be changed by adding or subtracting a dollar amount to a "base" figure, or by computing a percentage of a "base" figure and adding or subtracting the result to the "base" figure.

Enter **D** to change prices by a dollar amount, or **P** to change prices by a percentage.

The "base" figure can be any of an item's current prices or its replacement cost. For the prices other than Price-1, the "base" figure can also be any of the item's new prices. You can specify a different "base" for each price to be changed.

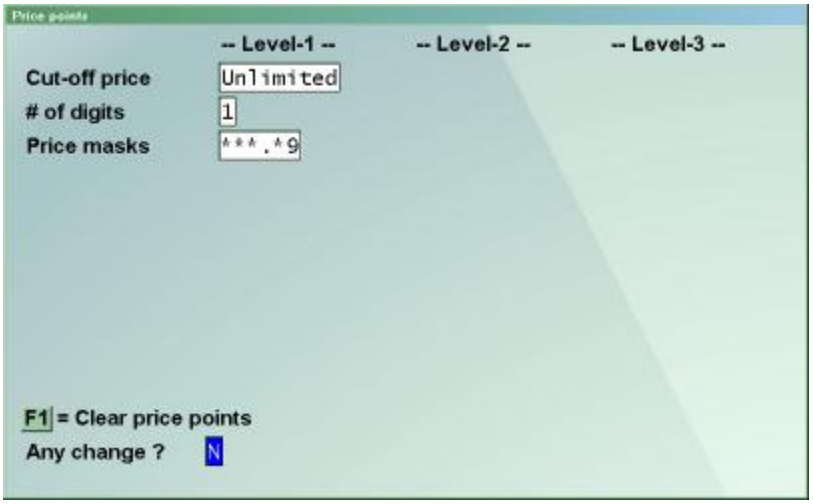
8. Rounding method

Specify the method to be used in rounding the newly calculated prices. Enter **C** to round the prices to the nearest cent, **P** to round the prices to the nearest price point, **I** to increase the prices to the next price point, or **N** to not round the prices.

If you enter **C**, the third decimal position of each new price is rounded up or down to

the nearest cent. A value of 5 or greater is rounded up and 4 or less is rounded down.

If you enter **P** or **I** to round or increase prices to the nearest or next price point, a window appears for you to enter the price points to be used, as shown below:



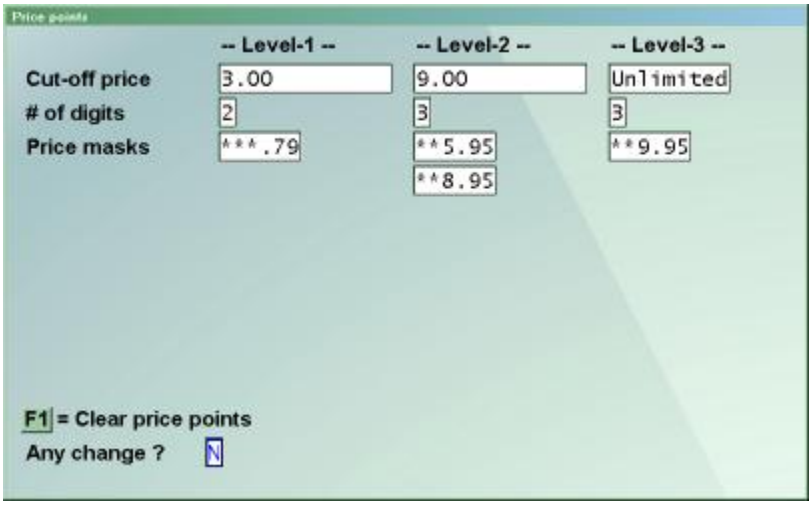
Price Points

A "price point" is a particular price at which merchandise is sold. For example, the price points in your store might be $0.79, $1.79, $2.79.

By selecting a rounding method of P or I, you can ensure that each calculated price coincides with one of your price points.

In our example ($0.79, $1.79, $2.79), a two-digit "price mask" of "79" defines the price points. In other words, no matter what price was calculated, the last two digits of that price are "masked" with "79".

Some businesses require multiple price masks, or even different prices masks for different price levels of goods. Price points allow you to define up to three distinct price levels and up to sixteen price masks within each level.
You would define you price points as follows:



Price changes are calculated in the normal manner. Then, if you specified **I** as the rounding method, the price is "rounded" to the next higher price point. If you specified **P**, the price is "rounded to the closest lower or higher price point.

Your entry for the Level-2 "Cut-off price" must be higher that the "Cut-off price" for Level-1, and Level-3 must be higher than Level-2. Press **[Enter]** for "Unlimited" when entering the cut-off price for the last level to be defined.

Your entry for "# of digits" to be entered for the price masks must be between 1 and 5, and cannot be greater than the number of digits entered for the value of "Cut-off price".

For "Price masks", up to 16 masks may be entered for each level and the masks within each level must be ascending. Press [**Enter**] when completed entering the masks in a level. If you specified 3 or more for "# of digits", you must enter a decimal point in the appropriate position of each mask.

After defining price points, you may save them as default entries for use the next time you run *Group price changes* or *Group contract price changes*.

9. Print or change

Enter **P** to only print a report showing all items for which prices would be changed, along with the old and new prices which would be changed. The prices are not actually changed.

Enter **C** to print the report and change the prices.

- **Price-1 through 9**
- **Alt-1 price-1 through 9**
- **Alt-2 price-1 through 9**
- **Base, Replacement, Average Cost**

From the window displayed, select the price or cost you wish to change using the [**Down**] [**Up**] keys and press [**Enter**], or press [**Tab**] when you are finished entering changes.

Amount (+/-)
Or Pct (+/-)

If you selected to change by dollar amount, enter the amount to be added to or subtracted from the base figure to calculate the new price or cost. To subtract the amount, include a minus sign.

For example, an entry of "2.50" establishes a new item price of the specified base, plus $2.50. An entry of "-2.50" establishes a price of the specified base, less $2.50.

If you selected to change by percentage, enter the percentage of the base by which to change the price. To use a price less than the base figure, include a minus sign.

For example, an entry of "10" establishes an item price of the specified base, plus 10%. An entry of "-10" establishes a price of the specified base, less 10%.

For both dollar amount and percentage changes, you may also use the option for any price:

Options: **[Enter]** to indicate "No change"

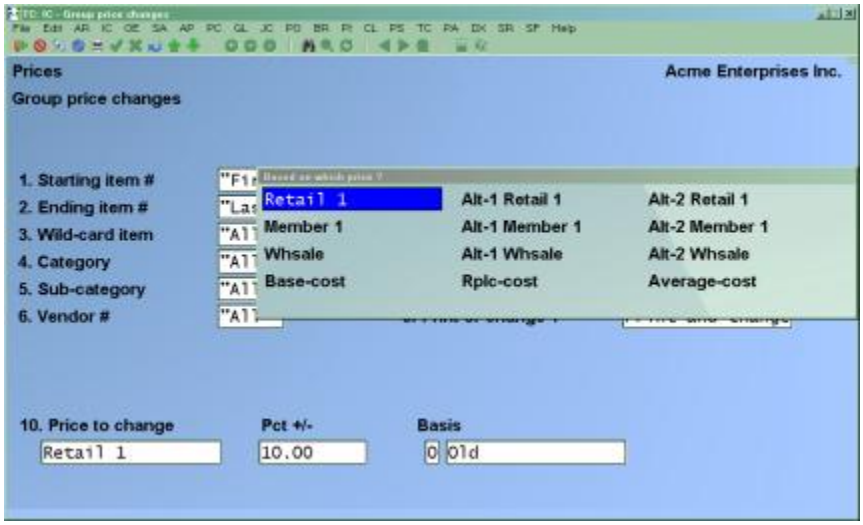
Basis

For each price or cost being changed, enter the base to use.

Enter *O* to use one of the items old prices, or enter *R* to use the items replacement cost. For prices other than Price-1, you may also enter *N* to use one of the items new prices as the base.

An "old price" is a price on file for the item prior to the change you are making now. The "replacement cost" is the cost of the item at the last purchase. A "new price" is a price for the item that will be created by a change you have already made on this screen.

If you enter a basis of either O or N, a window similar to that shown below displays for to select which old or new price you wish to use.



NOTE: For "new prices", only those prices already specified on this screen are shown in the window.

Select the old or new price to be used by using the [**Up**] and [**Down**] keys to position the cursor and press [**Enter**].

When finished entering the price/cost change, you are returned to select another price/cost to change. Press [**Tab**] when you are finished selecting prices/costs to change.

If you specified to print the report without changing prices, you can display the report to the screen or send it to a printer. The display option is not available if you are also changing prices. A sample report is included as the end of this chapter.

If you specified to change prices, the screen displays each item for which prices are being changed.

Entering Warehouse Sale Prices

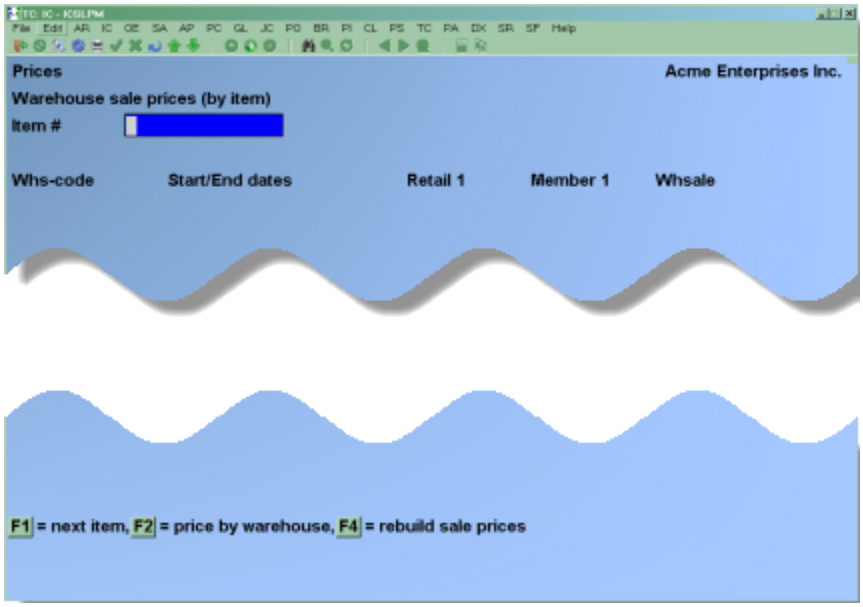
(This selection is only available if the "Warehouse pricing?" field is set to **Y** in *Setup {Control Information}*.)

This selection makes the batch entry of warehouse sale prices easier than through the *Prices (Sale prices)* selection.

To Begin

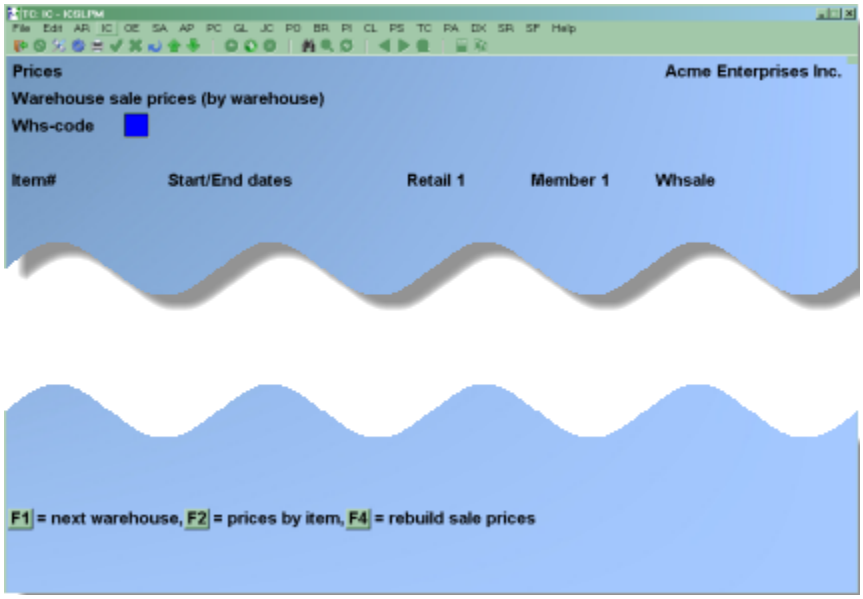
From the *Prices* sub-menu, select *Warehouse Sale Prices*.

You then see:



You can enter warehouse specific sale prices in two different ways:

- Sale prices for one item for multiple warehouses (the default entry method shown above) or
- Sale prices for one warehouse for multiple items (shown below).



For either entry method the fields below are the same but are entered in a different order:

[?] Item #

Enter an item number or use one of the following options:
Options: **[F1]** display the next sale price on file

	[F2]	switch entry modes
	[F4]	rebuild the warehouse sale prices file (see below)

[?] Whs-code

Enter the warehouse the sale price applies to, or use one of the options:

Options:	**[F1]**	copy the prices for an existing entry to another warehouse/item.
	[F2]	add a new entry if, existing prices are listed
	[F3]	delete an existing entry
	[Tab]	exit
	[Enter]	change an existing entry

Start/end dates

Enter the date range the sale prices will be in effect for.

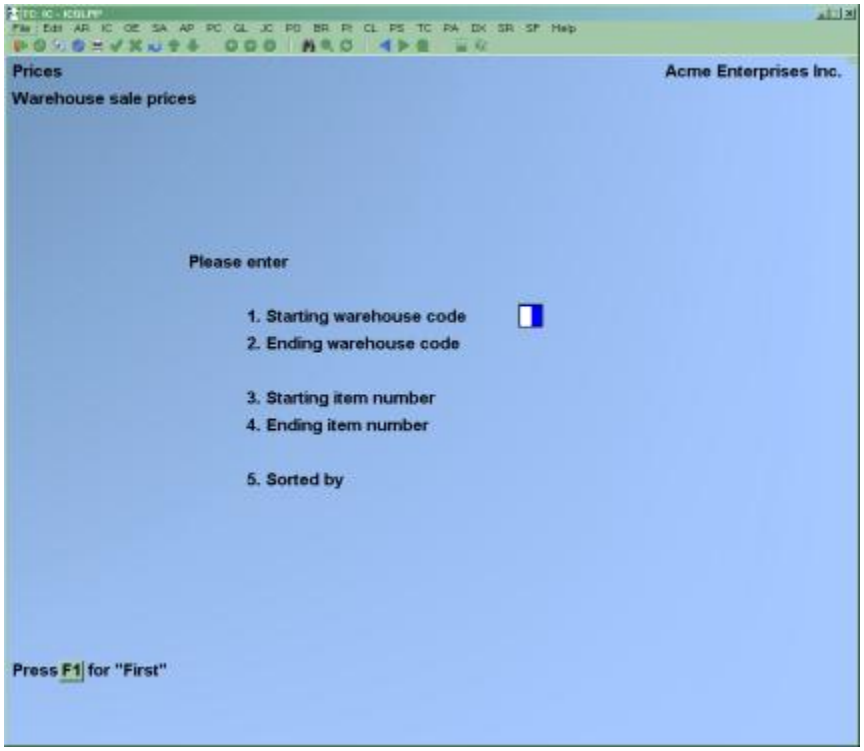
Price-1 to Price-9

(The number of prices available depends on the number of price levels setup in (*Control Information*.)

Enter the sale prices for each price level.

Printing a Warehouse Sale Price List

Select *Warehouse sale prices list* from the *Prices* menu. You then see:



Enter the following report criteria:

[?] 1. Starting warehouse code
[?] 2. Ending warehouse code

Enter a range of warehouses to include on the list.

[?] 3. Starting item number
[?] 4. Ending item number

Enter a range of items to include on the list

5. Sort by

Enter **I** to sort the list by item number, or **W** to sort the list by warehouse.

Purging Sale Prices

Use this selection to purge sale prices which have expired.

From the *Sale prices* sub-menu, select *Purge*.

You are asked to enter an ending cut-off date. Enter the last date for which sale prices are to be purged, or use the option:

Options: **[F1]** for "All", to purge all sale prices regardless of the ending

date

Sale prices with an "End date" on or before the cut-off date will be purged.

Purging Contract Prices

Use this selection to purge contract prices which are no longer in effect.

From the *Contract prices* sub-menu, select *Purge*.

On the screen which appears, enter the following information:

[?] 1. Starting customer #
[?] 2. Ending customer #

Enter the range of customers for whom contract prices are to be purged. Follow the screen instructions.

3. Ending cut-off date

Enter the last date for which contract prices are to be purged, or use the option:

Options: **[F1]** for "All", to purge contract prices regardless of ending date

Contract prices with an "End date" on or before the cut-off date for the specified customer range will be purged.

Printing a Price List

From the *Prices* sub-menu, select *Price list*.

On the screen that appears, you are asked to enter:

1. Price list type

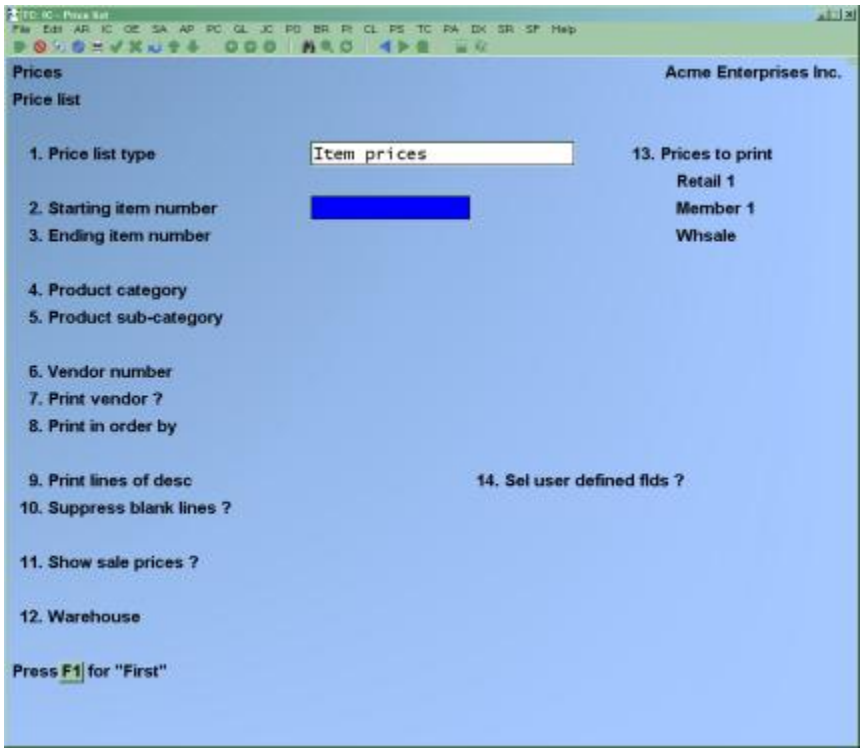
Enter the type of price list to be printed, as follows:

I – Item prices
W – Warehouse prices
S – Sale prices
C – Contract prices
A – Actual customer prices
Q – Customer quote prices

The screen from this point forward depends on the price list type. Each of the types will be shown in turn.

Printing an Item Price List

The screen appears as follows:



NOTE: The above screen is displayed when using multi-warehouse pricing. If you are not using muli-warehouse pricing, "Warehouse" does not display as the last field.

Enter the following information:

[?] 2. Starting item number
[?] 3. Ending item number

Enter the range of item numbers to include on the list. Follow the screen instructions.

[?] 4. Product category

Enter the category to print items for only one category, or use the option:

Options: **[F1]** to include items for "All" categories

[?] 5. Product sub-category

Enter the sub-category to print items for only one sub-category, or use the option:

Options: **[F1]** to include items for "All" sub-categories

[?] 6. Vendor number

Enter the vendor number to print items for only one vendor, or use the option:

Options: **[F1]** to include items for "All" vendors

7. Print vendor?

Answer Y if you want the vendor information included on the price list.

8. Print in order by

Specify the order in which to print the list. Enter **I** to print in order by item number, **D** by description, or **C** by category.

If you enter **C** to print in order by category, an additional field appears:

Page break on category?

Answer **Y** to start a new page for each category. Otherwise answer **N**

9. Print lines of desc?

Enter the number of description lines (1, 2, or 3) you want printed.

10. Suppress blank lines?

Answer **Y** to eliminate blank lines between items on the list. Answer **N** if you wish one line to be skipped prior to printing each item.

11. Show sale prices?

Enter **Y** to show sale prices and effective dates, in addition to other prices for the items. Sale prices for items and categories within the ranges specified will be shown.

Enter **N** if you do not wish sale prices to print on the list.

Enter **S** to print only those items within the specified range that have sale prices.

If you enter **Y** or **S** for "Show sale prices?" an additional field appears:

Effective date

Enter the effective date for the sale prices to be printed. Items with sale prices which are in effect on that date are printed on the list.

[?] 12. Warehouse

(This field appears only if you are using multi-warehouse pricing.)

Enter the warehouse code to print item prices for a specific warehouse, or use one of the options:

Options:	**[Enter]**	for the "Central" warehouse
	[F1]	for the item file ("item default") prices

If you enter a specific warehouse, prices which are defined for that warehouse (using Item prices) are printed for applicable items. If a warehouse-specific price does not exist for an item, the Item file price is shown.

If you enter a specific warehouse, and are also printing sale prices, sale prices defined for that warehouse are shown as well.

If you specify "Item default" prices, Item file prices are printed for each item. If you are also printing sale prices, only sale prices which do not pertain to a specific warehouse are shown.

13. Prices to print

Answer Y beside each price level you want printed on the list. Only price-levels defined in *Setup (Control Information)* are displayed for selection.

14. Sel user defined flds?

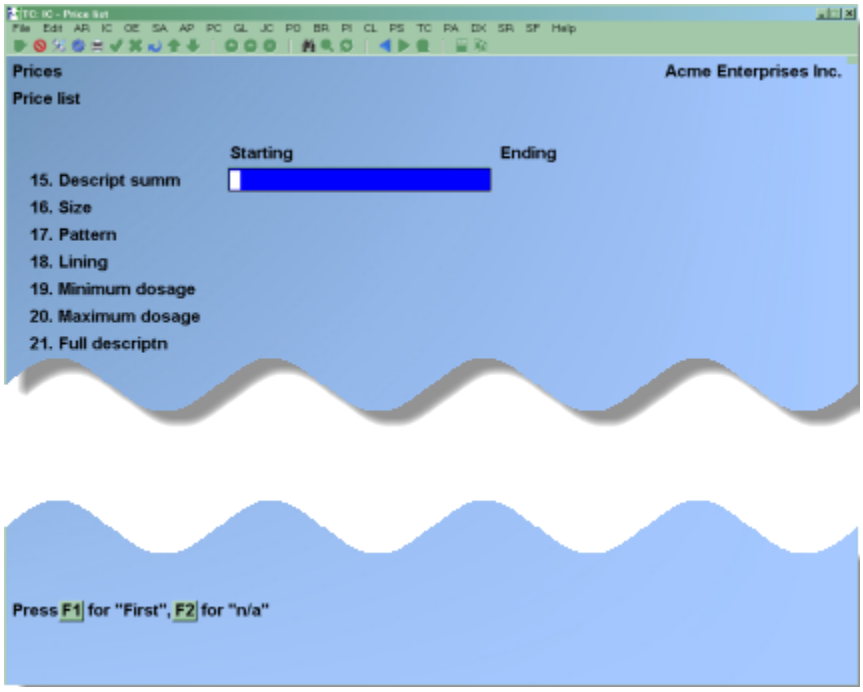
Answer **Y** to select prices based on user defined fields for the items.

Answer **N** to ignore the user defined fields.

Which condition

This field displays only if you answer **Y** to the field **Sel user defined flds?**

Answer **A** to use a logical "And" operation, or **O** to use a logical "Or" when selecting user defined fields.
If you answered **Y** to the field **Sel user defined flds?** A second screen will display with the user-defined fields that are defined. The screen will look similar to this:



Enter the following information:

Starting

For each user defined field, enter a starting value, or use one of the options if available:

Options:	**[F1]**	to use the alphanumerically "First" value on file for this user defined field.
	[F2]	for "n/a" to ignore this user-defined field in the selection criteria
	[?]	to select from a list of valid values if the field is a code value field

Ending

For each user defined field, enter an ending value, or use one of the options if available:

Options:	**[F1]**	to use the alphanumerically "last" value on file for this user defined field.
	[?]	to select from a list of valid values if the field is a code value field

A sample of the Item Price List is included at the end of this chapter.

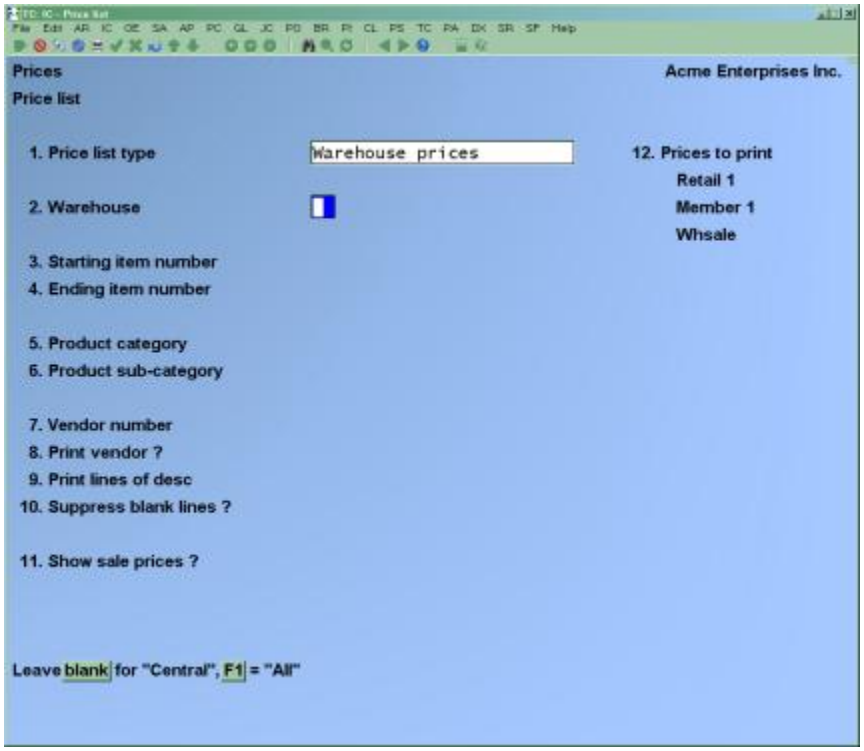
Printing a Warehouse Price List

(This type of price list may be printed only if you specified in *Control Information*

that you are using multi-warehouse pricing.)

The list shows only those items for which warehouse-specific prices are defined (*using Item Prices*) and only those prices specifically defined for the designated warehouse. If there is no warehouse-specific prices entered for the designated warehouse, the item file prices is used as the selling price, but these prices are not reported with this option. (To see all item prices for a single warehouse, print an Item price list for the desired warehouse.)

To print a warehouse price list, enter **W** for the "Price list type". You then see:



Enter the information as follows:

[?] 2. Warehouse

Enter the code of the warehouse for which you wish to print price, or use one of the options:

Options:	**[Enter]**	for the "Central" warehouse
	[F1]	for "All" warehouses

[?] 3. Starting Item number
[?] 4. Ending Item number

Enter the range of item numbers for which warehouse prices are to be included on the list. Follow the screen instructions.

[?] 5. Product category

Enter the category to print items for only one category, or use the option:

Option: **[F1]** to include items for "All" categories

6. Product sub-category

Enter the sub-categories to print items for only one sub-category, or use the option:

Option: **[F1]** to include items for "All" sub-categories

[?] 7. Vendor number

Enter the vendor number to print items for only one vendor, or use the option:

Option: **[F1]** to include items for "All" vendors

8. Print Vendor?

Answer Y if you want the vendor information included on the price list.

9. Print lines of desc?

Enter the number of description lines (1, 2, or 3) you want printed.

10. Suppress blank lines?

Answer **Y** to eliminate blank lines between items on the list. Answer **N** if you wish one line to be skipped prior to printing each item.

11. Show sale prices?

Answer **Y** if you want to include sales prices on the list

12. Prices to print

Answer **Y** beside each price level you want printed on the list. Only price-levels defined in *Setup (Control Information)* are displayed for selection.

Printing a Sale Price List

You may print a list that shows only sale prices for items, only sale prices for categories of items, or a list that shows both types of sale prices.

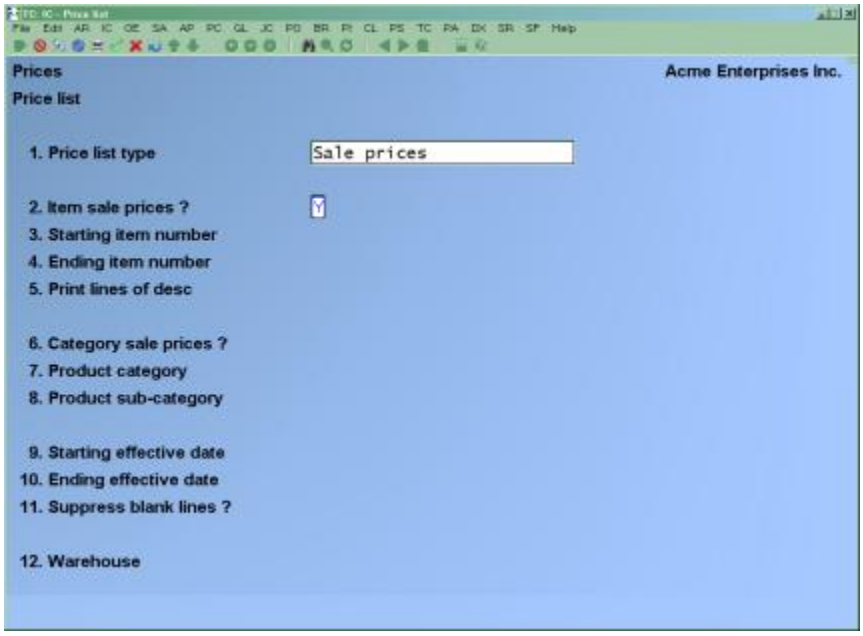
If you are using multi-warehouse pricing, you may also specify to print only sale prices for a specific warehouse, only sale prices which are not warehouse-specific, or all sale

prices.

For each item sale prices, the item number, description, sale price(s), and starting and ending sale dates are shown.

For each category sale price, the category, sub-category, discount percentage(s), and starting and ending sale dates are shown.

To print a sale price list, select *Price List* from the *Prices* menu, then enter **S** at "Price list type". You then see:



NOTE: The above screen is displayed when using multi-warehouse pricing. If you are not using multi-warehouse pricing, "Warehouse" does not display as the last field.

Enter the following information:

2. Item sale prices?

Answer **Y** to include item sale prices on the sale price list. Otherwise, answer **N**

If you answer **N**, the following three fields display "Not applicable" and entry is not allowed.

If you answered **Y** to "Item sale prices?" enter the following three fields:

[?] 3. Starting Item number
[?] 4. Ending Item number

Enter the range of item numbers for which sale prices are to be included on the list. Follow the screen instructions.

5. Print lines of desc?

Enter the number of description lines (1, 2, or 3) you want printed.

6. Category sale prices?

Answer **Y** to include category sale prices on the sale price list. Otherwise, answer **N**

If you answer **N**, the following two fields display "Not applicable" and entry is not allowed.

If you answer **Y** to "Category sale prices?" enter the following two fields:

[?] 7. Product category

Enter the category to print items for only one category, or use the option:

Option: **[F1]** to include items for "All" categories

8. Product sub-category

Enter the sub-categories to print items for only one sub-category, or use the option:

Option: **[F1]** to include items for "All" sub-categories

9. Starting effective date
10. Ending effective date

Enter the range of dates during which a sale price must be in effect to be printed on the list. Follow the screen instructions.

11. Suppress blank lines?

Answer **Y** to eliminate blank lines between items and/or categories on the list. Answer **N** if you wish one line to be skipped prior to printing each item or category.

[?] 12. Warehouse

(This field appears only if you are using multi-warehouse pricing.)

Enter the warehouse code to print sale prices for a specific warehouse, or use one of the options:

Options:	**[Enter]**	for the "Central" warehouse
	[F1]	for only sale prices which are not warehouse-specific ("item default")

[F2] for “all” sale prices

If you enter a specific warehouse, only sale prices which are defined for that warehouse are printed.

If you press **[F1]** for Item default sale prices, only sale prices which do not pertain to a specific warehouse are printed.

If you press **[F2]** for “All” sale prices, both specific warehouse and item default sale prices are printed.

If any of the sale prices shown on the list are not active (in the I/C control file), a warning message to that effect is printed at the bottom of the list.

A sample of the Sale Price List showing item sale prices is included at the end of this chapter.

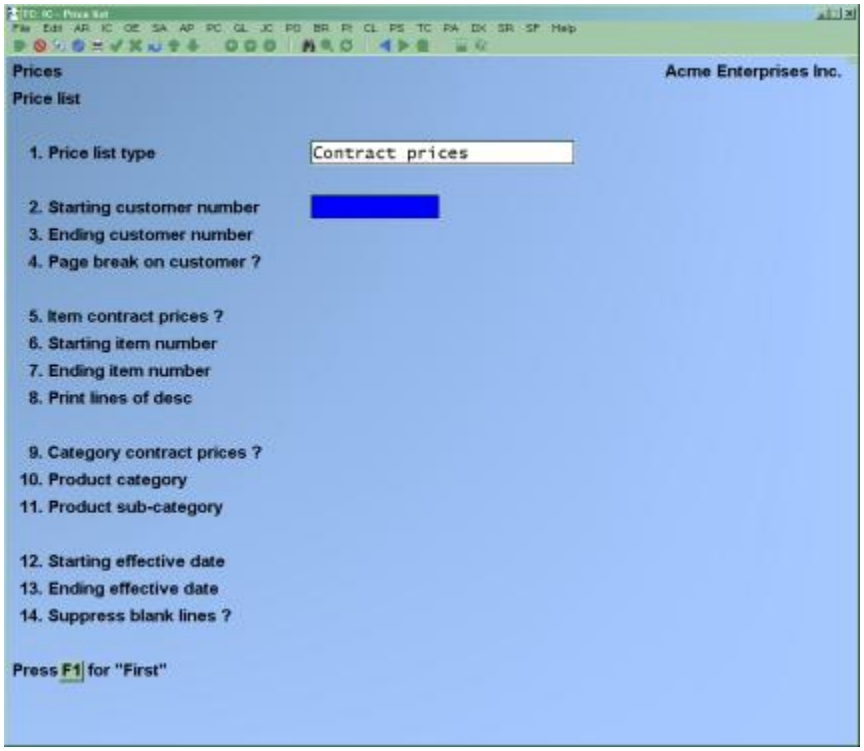
Printing a Contract Price List

You may print a Contract Price List that shows, for each customer specified, only contract prices for items, only contract prices for categories of items, or both types of contract prices.

For each item contract price, the item number, description, starting and ending contract dates, contract ID, use contract or lowest price value, and contract price(s) are shown.

For each category contract price, the category, sub-category, and starting and ending contract dates, contract ID, use contract or lowest price value, price basis for the discount, and discount percentage(s) are shown.

To print a contract price list, select Price List from the Prices menu, then enter C for the “Price list type”. You then see:



Enter the following information:

[?] 2. Starting customer number
[?] 3. Ending customer number

Enter the range of customer numbers for which contract prices are to be printed. Follow the screen instructions.

4. Page break on customer?

Answer **Y** to start a new page for each customer. Otherwise, answer **N**

5. Item contract prices?

Answer **Y** to include item contract prices on the contract price list. Otherwise, answer **N**

If you answered **N**, the following three fields display “Not applicable” and entry is not allowed.

If you answered **Y** to “Item contract prices?” enter the following three fields:

[?] 6. Starting item number
[?] 7. Ending item number

Enter the range of item numbers for which contract prices are to be included on the list. Follow the screen instructions.

8. Print lines of desc?

Enter the number of description lines (1, 2, or 3) you want printed.

9. Category contract prices?

Answer **Y** to include category contract prices on the contract price list. Otherwise, answer **N**

If you answer N, the following two fields display "Not applicable" and entry is not allowed.

If you answered Y to "Category contract prices?" enter the following two fields:

[?] 10. Product category

Enter the category to print contract prices for only one category, or use the option:

Option: [F1] to include contract prices for "All" categories

[?] 11. Product sub-category

Enter the sub-categories to print contract prices for only one sub-category, or use the option:

Option: [F1] to include contract prices for "All" sub-categories

[?] 12. Starting effective date
[?] 13. Ending effective date

Enter the range of dates during which a contract price must be in effect to be printed on the list. Follow the screen instructions.

14. Suppress blank lines?

Answer **Y** to eliminate blank lines between items and/or categories on the list. Answer **N** if you wish one line to be skipped prior to printing each item or category.

If any of the contract prices shown on the list are not active (in the I/C Control file), a warning message to that effect is printed at the bottom of the list.

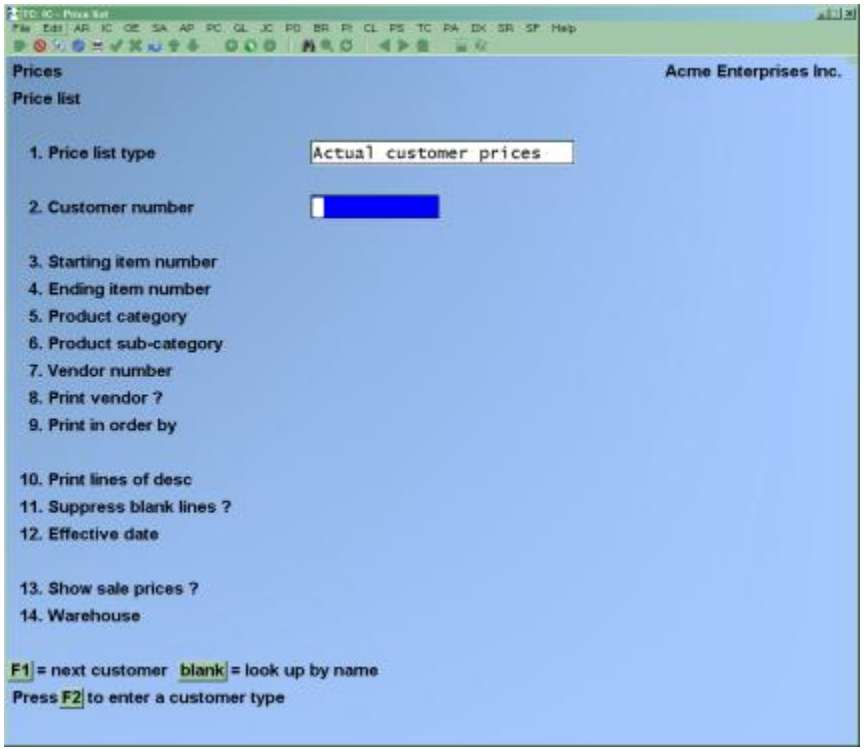
A sample of the Contract Price List showing item contract prices is included at the end of this chapter.

Printing an Actual Customer Price List

A Customer Price List can be printed for a single customer or customer type. The list shows the "actual" prices that customer (or type of customer) would be charged on a specific date.

The item prices shown are calculated using the applicable price codes. Any contract prices and, optionally, sale prices in effect on the specified date are also shown. If you are using multi-warehouse pricing, you may also print the Customer Price List for a specific warehouse.

To print an "actual" customer price list, select *Price List* from the *Prices* menu, then enter **A** for "Price List type". You then see:


Prices
Acme Enterprises Inc.
Price list
1. Price list type
Actual customer prices
2. Customer number
3. Starting item number
4. Ending item number
5. Product category
6. Product sub-category
7. Vendor number
8. Print vendor ?
9. Print in order by
10. Print lines of desc
11. Suppress blank lines ?
12. Effective date
13. Show sale prices ?
14. Warehouse
F1 = next customer blank = look up by name
Press F2 to enter a customer type

NOTE: The above screen is displayed when using multi-warehouse pricing. If you are not using multi-warehouse pricing, "Warehouse" does not display as the last field.

Enter the following information:

[?] 2. Customer number

Enter the number of the customer for which the list is to be printed, or use the option:

Options: **[F2]** to print the list for a customer type

If you are using *Accounts Receivable*, you may also use one of these options:

Options: **[F1]** to scan through customers in the A/R Customer file in customer number order

[Enter] to look up the A/R customer by name
[?] to look up a customer from the *Find* window

[?] 3. Starting item number
[?] 4. Ending item number

Enter the range of item numbers for to be included on the list. Follow the screen instructions.

[?] 5. Product category

Enter the category to print prices for only one category of items, or use the option:

Option: **[F1]** to include prices for "All" categories

[?] 6. Product sub-category

Enter the sub-categories to print prices for only one sub-category of items, or use the option:

Option: **[F1]** to include prices for "All" sub-categories

[?] 7. Vendor number

Enter the vendor number to print item prices for only one vendor, or use the option:

Option: **[F1]** to include item prices for "All" vendors

8. Print Vendor?

Answer **Y** if you want the vendor information included on the price list.

9. Print in order by

Specify the order in which to print the list. Enter **I** to print in order by item number, **D** by description, or **C** by category.

If you enter **C** to print in order by category, an additional field appears:

Page break on category?

Answer **Y** to start a new page for each new category. Otherwise, answer **N**

10. Print lines of desc?

Enter the number of description lines (1, 2, or 3) you want printed.

11. Suppress blank lines?

Answer **Y** to eliminate blank lines between items on the list. Answer **N** if you wish one line to be skipped prior to printing each item.

12. Effective date

Enter the effective date for the prices to be printed. Contract prices (for items or categories) which are in effect on that date are printed on the list.

NOTE: Only those contract prices which are active (in the I/C control file) are printed.

13. Show sale prices?

Enter **Y** to show sale prices (for items or categories) and ending sale dates, in addition to other prices shown for the items.

Only sale prices which are in effect on the date specified for "Effective date" and which are active (in the I/C control file) are printed.

Enter **N** if you do not wish sale prices to print on the list.

[?] 14. Warehouse

(This field appears only if you are using multi-warehouse pricing.)

Enter the warehouse code to print prices for a specific warehouse, or use one of the options:

Options:	**[Enter]**	for the "Central" warehouse
	[F1]	for item default prices

If you enter a specific warehouse, prices defined for that warehouse are printed for applicable items. If a warehouse –specific price does not exist for an item, the Item file price is shown. If you are also printing the sale prices, sale prices defined for that warehouse are shown as well.
If you specify "Item default" prices, Item file prices are printed for each item. If you are also printing sale prices, only sale prices which do not pertain to a specific warehouse are shown.

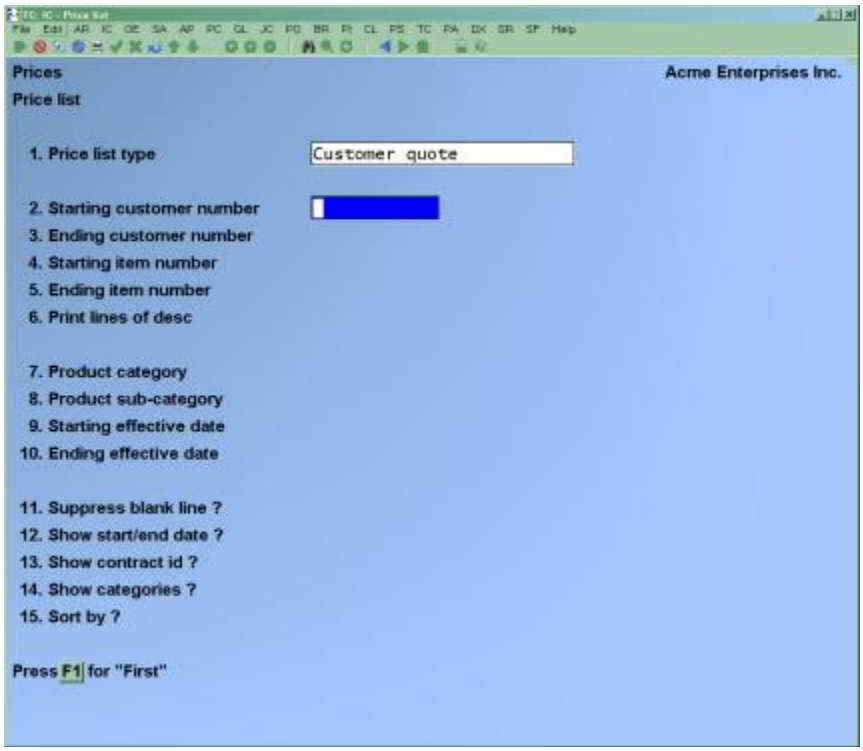
A sample of the Customer Price List is included at the end of this chapter.

Printing a Customer Quote Price List

This type of price list is ideal for supplying to customers since it adds a personal touch. Looking much like a quote, a separate list is generated for each customer.

The item prices shown are calculated using the applicable price codes. Any contract prices and, optionally, sale prices in effect on the specified date are also shown.

To print a customer quote price list, select *Price List* from the *Prices* menu, then enter **Q** for "Price list type". You then see:



Enter the following information:

[?] 2. Starting customer number
[?] 3. Ending customer number

Enter the range of customer numbers for which a quote price list are to be printed. Follow the screen instructions.

[?] 4. Starting item number
[?] 5. Ending item number

Enter the range of item numbers to be included on the list. Follow the screen instructions.

6. Print lines of desc?

Enter the number of description lines (1, 2, or 3) you want printed.

[?] 7. Product category

Enter the category to print prices for only one category of items, or use the option:

Option: **[F1]** to include prices for "All" categories

[?] 8. Product sub-category

Enter the sub-categories to print prices for only one sub-category of items, or use the option:

Option: **[F1]** to include prices for "All" sub-categories

[?] 9. Starting effective date
[?] 10. Ending effective date

Enter the range of dates during which a contract/sale price must be in effect to be printed on the list. Follow the screen instructions.

11. Suppress blank lines?

Answer **Y** to eliminate blank lines between items and/or categories on the list. Answer **N** if you wish one line to be skipped prior to printing each item or category.

12. Show start/end date?

Answer **Y** if you want to print the start/end dates for sale/contract prices.

13. Show contract ID?

Answer **Y** if you want to print the contract ID for contract prices.

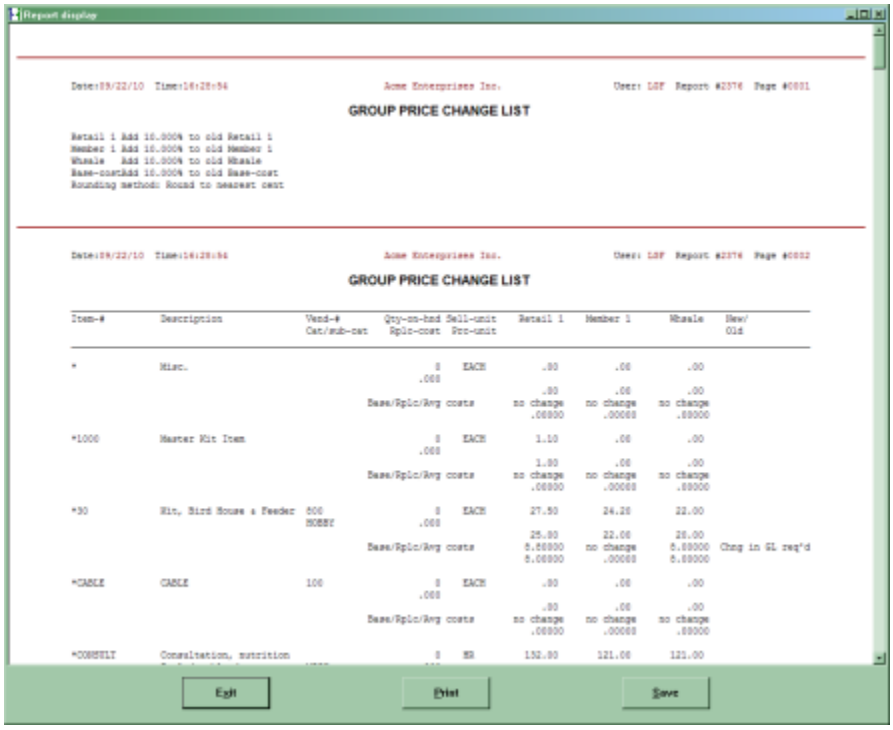
14. Show categories?

Answer Y if you want to print the item categories.

15. Sort by?

Enter the method for sorting the items printed:

I	Item number order
C	Product category
S	Product sub-category
B	Both product category/sub-category



Report display

Date:09/22/10 Time:16:28:54 Acme Enterprises Inc. User: LDF Report #2376 Page #0001

GROUP PRICE CHANGE LIST

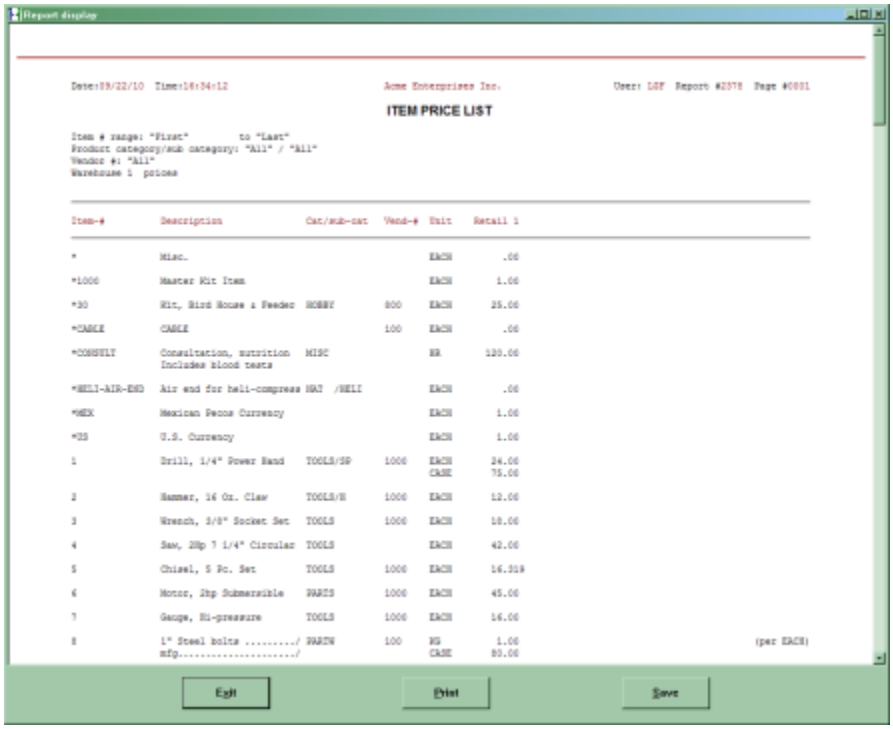
Retail 1 Add 10.000% to old Retail 1
Member 1 Add 10.000% to old Member 1
Whsale Add 10.000% to old Whsale
Base-costAdd 10.000% to old Base-cost
Rounding method: Round to nearest cent

Date:09/22/10 Time:16:28:54 Acme Enterprises Inc. User: LDF Report #2376 Page #0002

GROUP PRICE CHANGE LIST

Item-#	Description	Vend-# Cat/sub-cat	Qty-on-hnd Rplc-cost	Sell-unit Pro-unit	Retail 1	Member 1	Whsale	New/ Old
*	Misc.		0 .000	EACH	.00	.00	.00	
			Base/Rplc/Avg costs		.00 no change .00000	.00 no change .00000	.00 no change .00000	
*1000	Master Kit Item		0 .000	EACH	1.10	.00	.00	
			Base/Rplc/Avg costs		1.00 no change .00000	.00 no change .00000	.00 no change .00000	
*30	Kit, Bird House & Feeder	500 HOBBY	0 .000	EACH	27.50	24.20	22.00	
			Base/Rplc/Avg costs		25.00 0.00000 0.00000	22.00 no change .00000	20.00 0.00000 0.00000	Chng in GL req'd
*CABLE	CABLE	100	0 .000	EACH	.00	.00	.00	
			Base/Rplc/Avg costs		.00 no change .00000	.00 no change .00000	.00 no change .00000	
*CONSULT	Consultation, nutrition		0	HR	132.00	121.00	121.00	

Exit Print Save



Report display

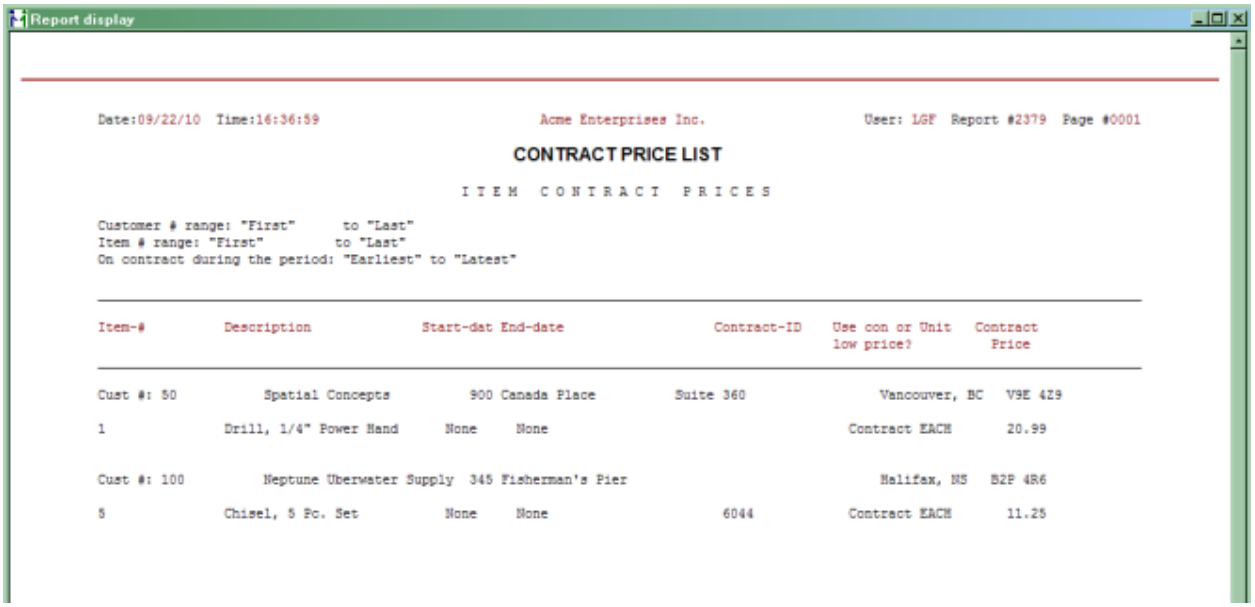
Date:09/22/10 Time:16:34:12 Acme Enterprises Inc. User: LDF Report #2375 Page #0001

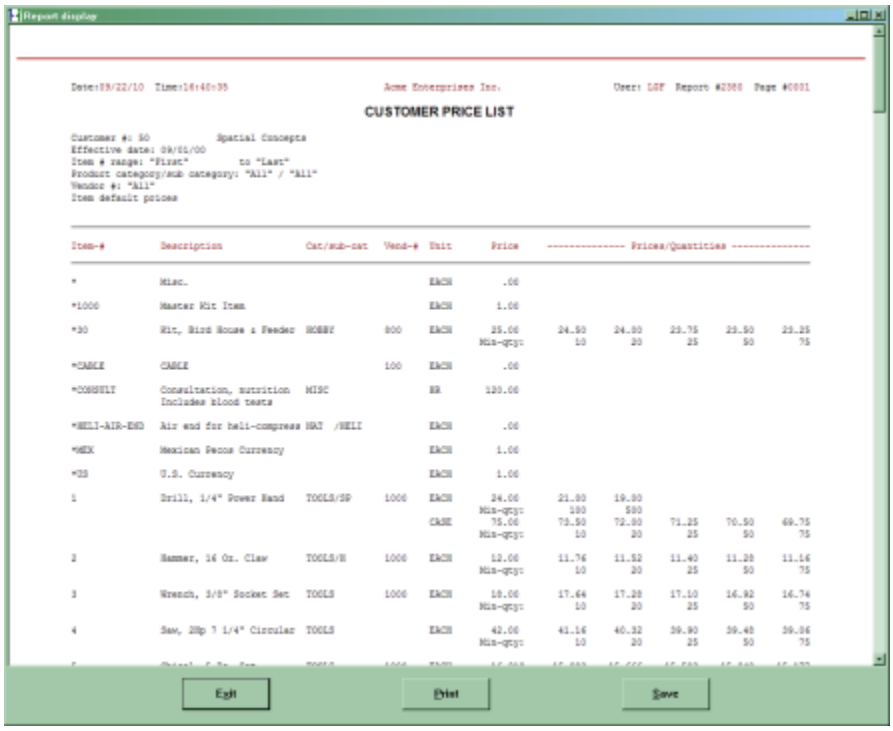
ITEM PRICE LIST

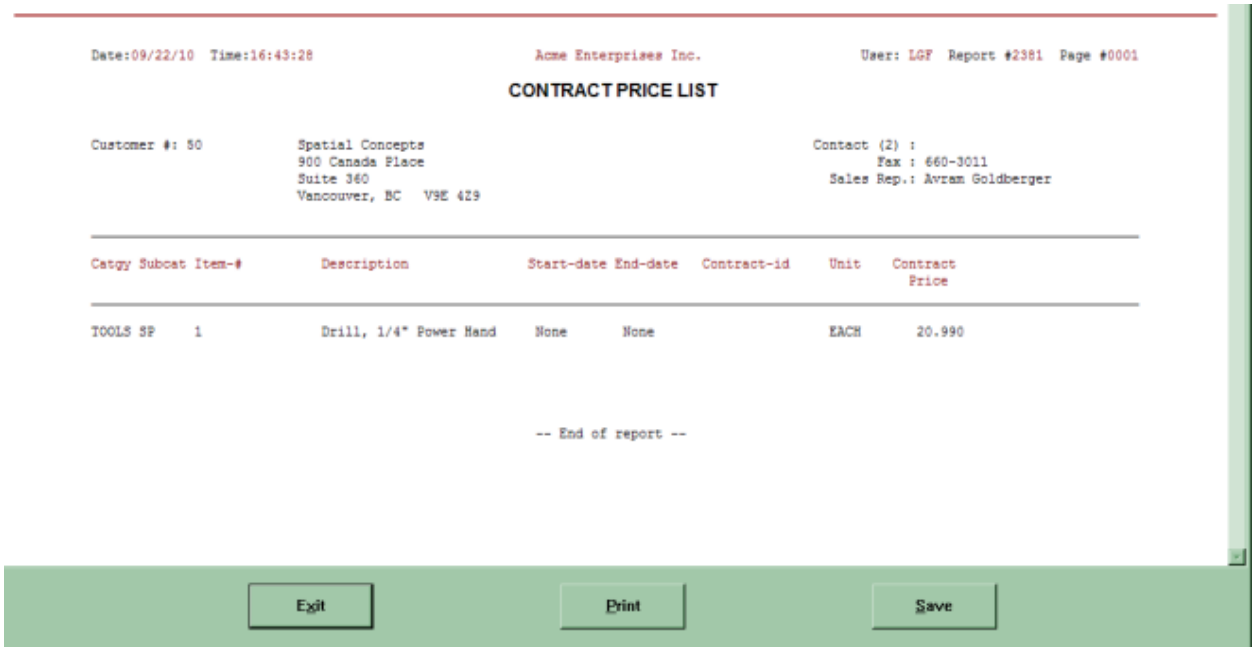
Item # range: "First" to "Last"
Product category/sub category: "All" / "All"
Vendor #: "All"
Warehouse 1 prices

Item-#	Description	Cat/sub-cat	Vend-#	Unit	Retail 1
*	Misc.			EACH	.00
*1000	Master Kit Item			EACH	1.00
*30	Kit, Bird House & Feeder	HOBBY	500	EACH	25.00
*CABLE	CABLE		100	EACH	.00
*CONSULT	Consultation, nutrition Includes blood tests	MISC		HR	120.00
*HELI-AIR-END	Air end for heli-compress	HAT /HELI		EACH	.00
*MEX	Mexican Pesos Currency			EACH	1.00
*US	U.S. Currency			EACH	1.00
1	Drill, 1/4" Power Hand	TOOLS/SP	1000	EACH CASE	24.00 75.00
2	Hammer, 16 Oz. Claw	TOOLS/H	1000	EACH	12.00
3	Wrench, 3/8" Socket Set	TOOLS	1000	EACH	18.00
4	Saw, 2Hp 7 1/4" Circular	TOOLS		EACH	42.00
5	Chisel, 5 Pc. Set	TOOLS	1000	EACH	16.319
6	Motor, 2hp Submersible	PARTS	1000	EACH	45.00
7	Gauge, Hi-pressure	TOOLS	1000	EACH	16.00
8	1" Steel bolts ...../ mfg...../	PARTN	100	KG CASE	1.00 80.00 (per EACH)

Exit Print Save


Report display
Date:09/22/10 Time:16:36:59 Acme Enterprises Inc. User: LGF Report #2379 Page #0001
CONTRACT PRICE LIST
ITEM CONTRACT PRICES
Customer # range: "First" to "Last"
Item # range: "First" to "Last"
On contract during the period: "Earliest" to "Latest"
Item-# Description Start-dat End-date Contract-ID Use con or low price? Unit Contract Price
Cust #: 50 Spatial Concepts 900 Canada Place Suite 360 Vancouver, BC V9E 4Z9
1 Drill, 1/4" Power Hand None None Contract EACH 20.99
Cust #: 100 Neptune Uberwater Supply 345 Fisherman's Pier Halifax, NS B2P 4R6
5 Chisel, 5 Pc. Set None None 6044 Contract EACH 11.25


Report display
CUSTOMER PRICE LIST
Exit
Print
Save



Date:09/22/10 Time:16:43:28 Acme Enterprises Inc. User: LGF Report #2381 Page #0001

CONTRACT PRICE LIST

Customer #: 50
Spatial Concepts
900 Canada Place
Suite 360
Vancouver, BC V9E 4Z9

Contact (2) :
Fax : 660-3011
Sales Rep.: Avram Goldberger

Catgy	Subcat	Item-#	Description	Start-date	End-date	Contract-id	Unit	Contract Price
TOOLS	SP	1	Drill, 1/4" Power Hand	None	None		EACH	20.990

-- End of report --

Exit Print Save

Chapter 22

View

Use this selection to inquire into the following types of information:

- Items
- Serial numbers
- Lot numbers
- Work order history

For an item, the display includes all information in the Item file for the item.

For serial numbers, all the serial numbers for a serialized item are displayed - either sold, unsold or assembled.

For lot numbers, all the lot numbers for a lot-controlled item can be displayed. In addition, for items with a tracking method of "lot detail", transaction detail is available on each lot number.

For work orders, information on work orders which have been issued (using *Issue work orders*) or closed (using *Close work orders*) is available.

To Begin

From the I/C main menu select *View*.

Viewing Items

Use the *View (Items)* selection to inquire into item and status information for an item. The information shown is the same as that in the Item and Status files for the item, but changes cannot be made through this selection.

Select *Items* from the *View* menu.

On the screen that appears, enter the item number of the item you wish to inquire into, or use one of the options:

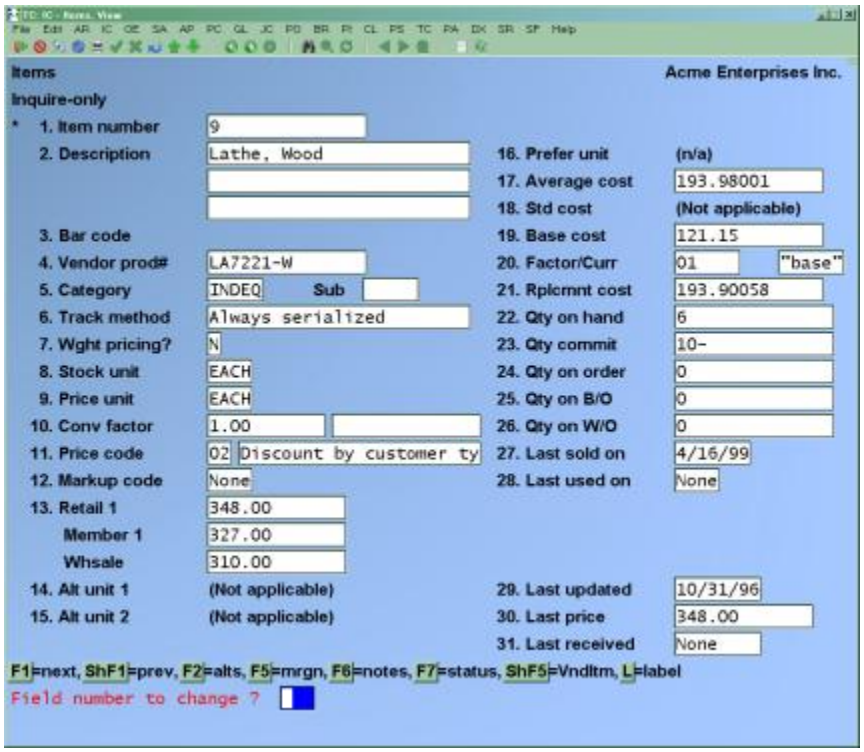
Options: **[F1]** to display the next item number

[F2] to look up the item by keyword

[Enter] to look up the item by description

[?] to look up from the *Find* window

The screen displays as follows:


Items
Acme Enterprises inc.
Inquire-only
1. Item number 9
2. Description Lathe, Wood
3. Bar code
4. Vendor prod# LA7221-W
5. Category INDEQ Sub
6. Track method Always serialized
7. Wght pricing? N
8. Stock unit EACH
9. Price unit EACH
10. Conv factor 1.00
11. Price code 02 Discount by customer ty
12. Markup code None
13. Retail 1 348.00
Member 1 327.00
Whsale 310.00
14. Alt unit 1 (Not applicable)
15. Alt unit 2 (Not applicable)
16. Prefer unit (n/a)
17. Average cost 193.98001
18. Std cost (Not applicable)
19. Base cost 121.15
20. Factor/Curr 01 "base"
21. Rplcmnt cost 193.90058
22. Qty on hand 6
23. Qty commit 10-
24. Qty on order 0
25. Qty on B/O 0
26. Qty on W/O 0
27. Last sold on 4/16/99
28. Last used on None
29. Last updated 10/31/96
30. Last price 348.00
31. Last received None
F1=next, ShF1=prev, F2=alts, F5=mrgn, F6=notes, F7=status, ShF5=VndItm, L=label
Field number to change ?

This screen is identical to that of the *Enter (Items)* function. The difference is that no changes can be made to the item's record or notes.

While viewing an item's information, you have these options:

Options: **[Esc]** to specify another item to inquire into

[F1] to display the next item on file

[F5] to view alternate items for the current item

[F6] to view notes for the current item

[F7] to view status information for the current item

If you press **[F5]**, a window appears showing the item number and description of each alternate item that has been defined for the current item.

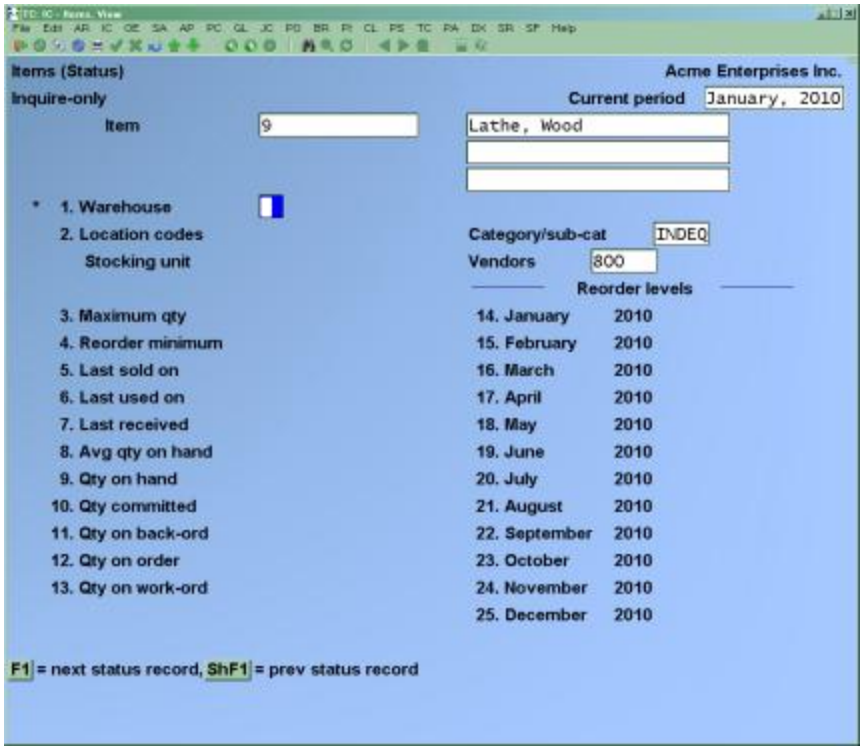
If you press **[F6]**, existing notes for the item are displayed. To scan through existing notes for an item, use the keys as shown at the bottom of the screen. Item notes cannot be added or changed through this selection.

If you press **[F7]**, a screen appears to view status information.

When you press **[F7]**, and multi-warehousing is used, you are asked to specify the warehouse to inquire into. Enter the warehouse code or use the option:

Option: **[F1]** for the next warehouse on file

The screen appears as follows:



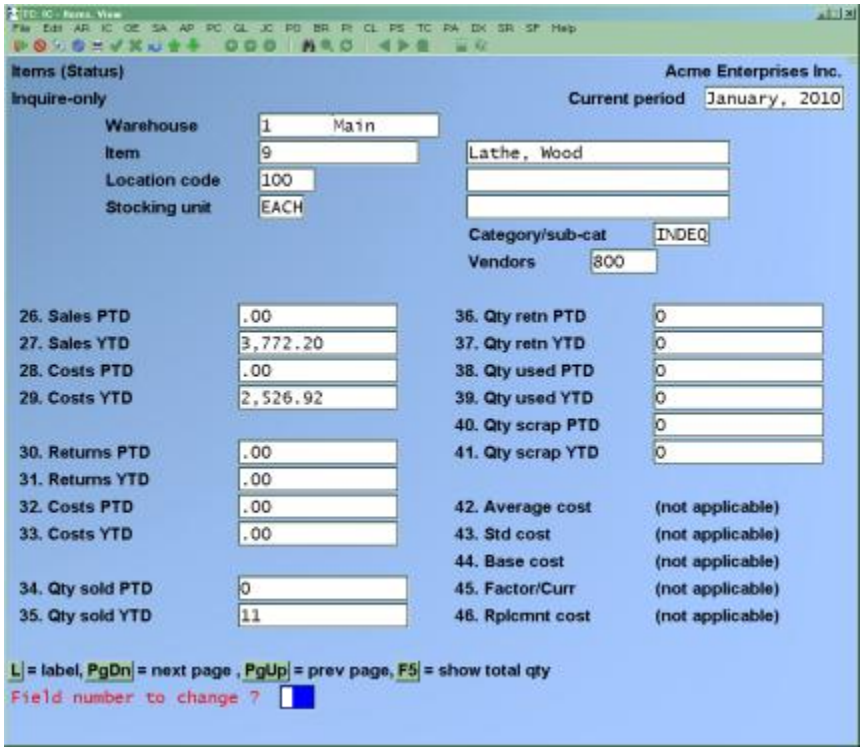
While viewing status information, you can use one of the options:

Options: **[Esc]** to specify another warehouse to inquire into

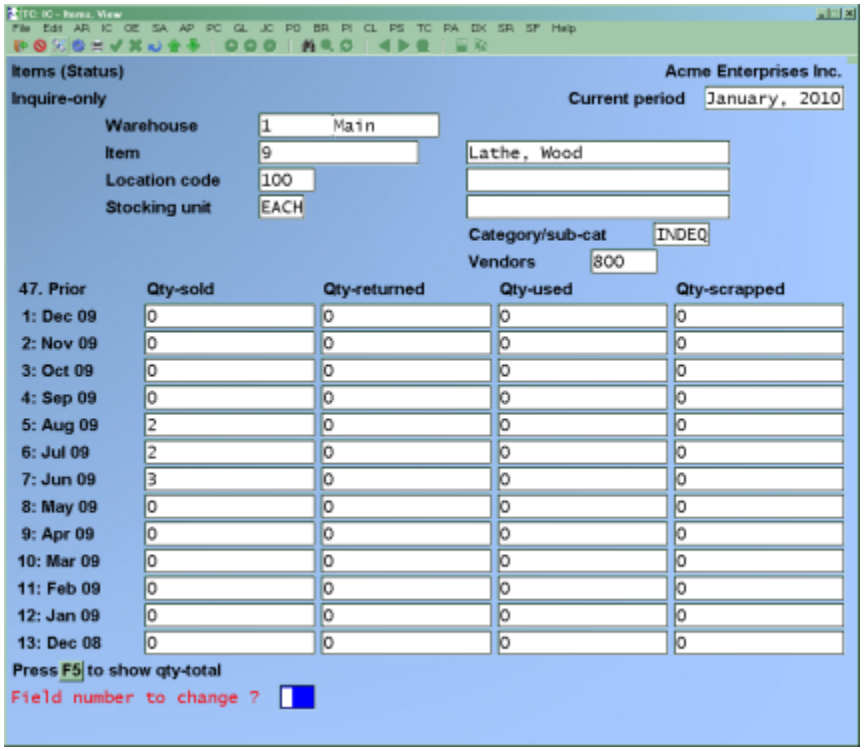
[F1] to view status information for the next warehouse on file

[Enter] to view 2 additional screens of status information

If you press **[Enter]** at "Field number to change?" the following screen is displayed:


Items (Status)
Acme Enterprises Inc.
Inquire-only
Current period January, 2010
Warehouse 1 Main
Item 9 Lathe, Wood
Location code 100
Stocking unit EACH
Category/sub-cat INDEQ
Vendors 800
26. Sales PTD .00
27. Sales YTD 3,772.20
28. Costs PTD .00
29. Costs YTD 2,526.92
30. Returns PTD .00
31. Returns YTD .00
32. Costs PTD .00
33. Costs YTD .00
34. Qty sold PTD 0
35. Qty sold YTD 11
36. Qty retn PTD 0
37. Qty retn YTD 0
38. Qty used PTD 0
39. Qty used YTD 0
40. Qty scrap PTD 0
41. Qty scrap YTD 0
42. Average cost (not applicable)
43. Std cost (not applicable)
44. Base cost (not applicable)
45. Factor/Curr (not applicable)
46. Rplcmnt cost (not applicable)
L = label, PgDn = next page , PgUp = prev page, F5 = show total qty
Field number to change ?

Press **[Enter]** again to view the third screen of status information:


Items (Status)
Acme Enterprises Inc.
Inquire-only
Current period January, 2010
Warehouse 1 Main
Item 9 Lathe, Wood
Location code 100
Stocking unit EACH
Category/sub-cat INDEQ
Vendors 800
47. Prior Qty-sold Qty-returned Qty-used Qty-scrapped
1: Dec 09 0 0 0 0
2: Nov 09 0 0 0 0
3: Oct 09 0 0 0 0
4: Sep 09 0 0 0 0
5: Aug 09 2 0 0 0
6: Jul 09 2 0 0 0
7: Jun 09 3 0 0 0
8: May 09 0 0 0 0
9: Apr 09 0 0 0 0
10: Mar 09 0 0 0 0
11: Feb 09 0 0 0 0
12: Jan 09 0 0 0 0
13: Dec 08 0 0 0 0
Press F5 to show qty-total
Field number to change ?

Press **[Enter]** to return to the first screen of status information to select another warehouse for viewing.

Viewing Serial Numbers

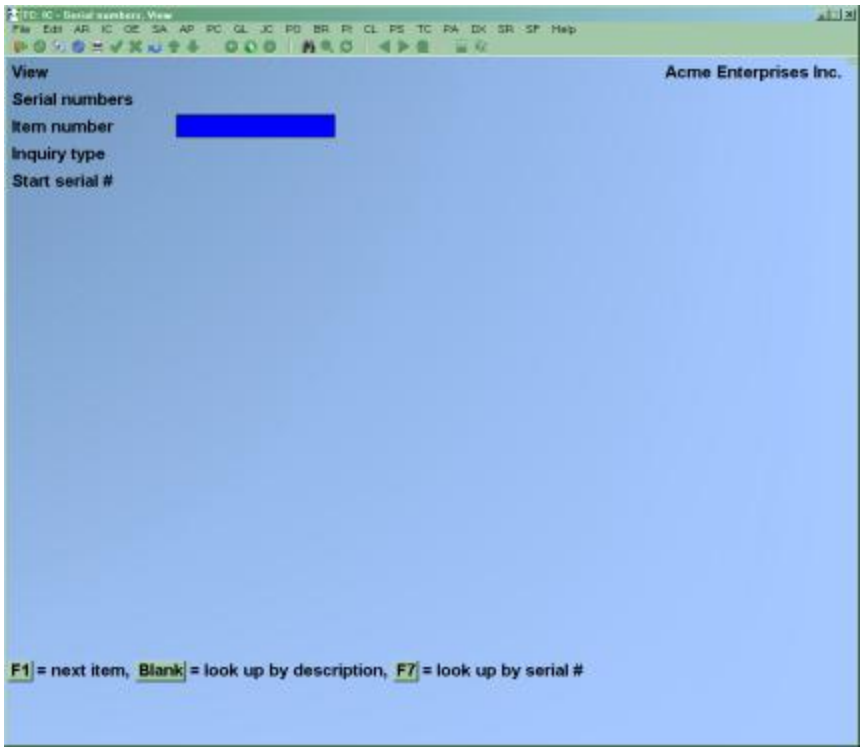
Use the *View (Serial numbers)* selection to inquire into the sold, unsold and assembled serial numbers for an item.

For each unsold serial number that is shown, the display includes the receipt date, purchase order number, source, cost, new or used code, warehouse, status of the item (committed or loaned), and reference text.

For each sold serial number, the display includes invoice date, customer number, invoice number, price, warranty dates, cost, new or used code, warehouse, and reference text.

Select *Serial numbers* from the *View* menu.

The screen displays as follows:


View
Acme Enterprises Inc.
Serial numbers
Item number
Inquiry type
Start serial #
F1 = next item, Blank = look up by description, F7 = look up by serial #

Enter the information as follows:

[?] Item number

Enter the item number of the serialized item, or use one of the options:

Options: **[F1]** to display the next serialized item number

[Enter] to look up the serialized item by description

[**F7**] to look up an item by the serial number

Inquiry type

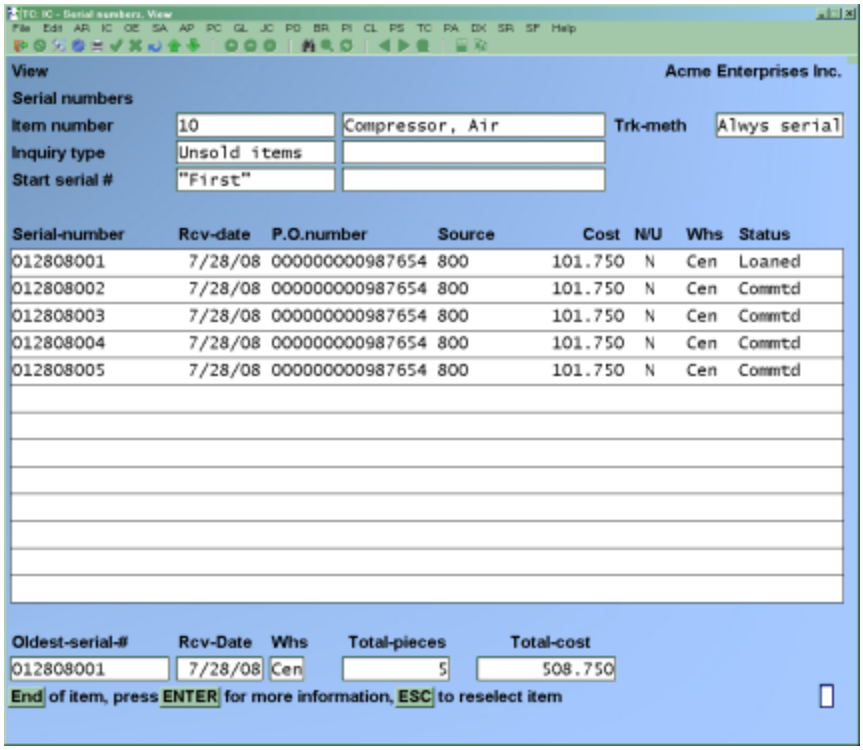
Enter the type of inquiry, either U to view unsold serial numbers for the item or S to view sold serial numbers. If you are using Kits Plus, you may enter **A** to view serial numbers which are assembled into kits.

Start serial #

Enter the serial number of the first item to be displayed, or use the option:

Option: **[F1]** to default to the "First" serial number on file for the item

The screen then displays as follows:


View
Acme Enterprises Inc.
Serial numbers
Item number 10 Compressor, Air Trk-meth Alwys serial
Inquiry type Unsold items
Start serial # "First"
Serial-number Rcv-date P.O.number Source Cost N/U Whs Status
012808001 7/28/08 0000000000987654 800 101.750 N Cen Loaned
012808002 7/28/08 0000000000987654 800 101.750 N Cen Commtd
012808003 7/28/08 0000000000987654 800 101.750 N Cen Commtd
012808004 7/28/08 0000000000987654 800 101.750 N Cen Commtd
012808005 7/28/08 0000000000987654 800 101.750 N Cen Commtd
Oldest-serial-# Rcv-Date Whs Total-pieces Total-cost
012808001 7/28/08 Cen 5 508.750
End of item, press ENTER for more information, ESC to reselect item

Up to 13 serial numbers display on the screen at one time. If there are more than 13 serial numbers to view, use one of these options:

Options: **[PgDn]** to view more serial numbers

[PgUp] to return to a previous screen display of serial numbers

Press **[Enter]** to see the Reference text for each serial number displayed on the screen.

If an inquiry type of Assembled was specified, then press **[Enter]** twice more to see the parent kit item in which the serial numbers were used for assembly, and the parent kit item's SN or Lot # if applicable.

When the last serial number is displayed, serial number totals are shown and information on the "oldest" received serial number displays at the bottom of the screen.

When you have finished reviewing the serial numbers, press **[Tab]**. You can then enter the number of the next serialized item that you want to inquire into.

You can also press **[Tab]** when the **[PgDn][PgUp]** message is displayed to end inquiry into a serialized item before you reach the end of that item.

Viewing Lot Numbers

The lot location is displayed when that feature is turned on in the control file (***IC→ F2 → Setup → Control information*** page 3, location codes by lot)

Use the *View (Lot numbers)* selection to inquire into the lot numbers for an item. A summary or detail inquiry can be requested. The lot location can be accessed and changed from this same screen using [**F2**] and enter the specific lot number, change the location.

A summary inquiry shows, for each lot number:

- warehouse
- quantity received
- date of last activity
- quantity sold
- quantity on hand
- quantity credited
- quantity available
- quantity adjusted or transferred
- reference text

A summary inquiry may be performed for items with a tracking method of either "lot balance" or "lot detail".

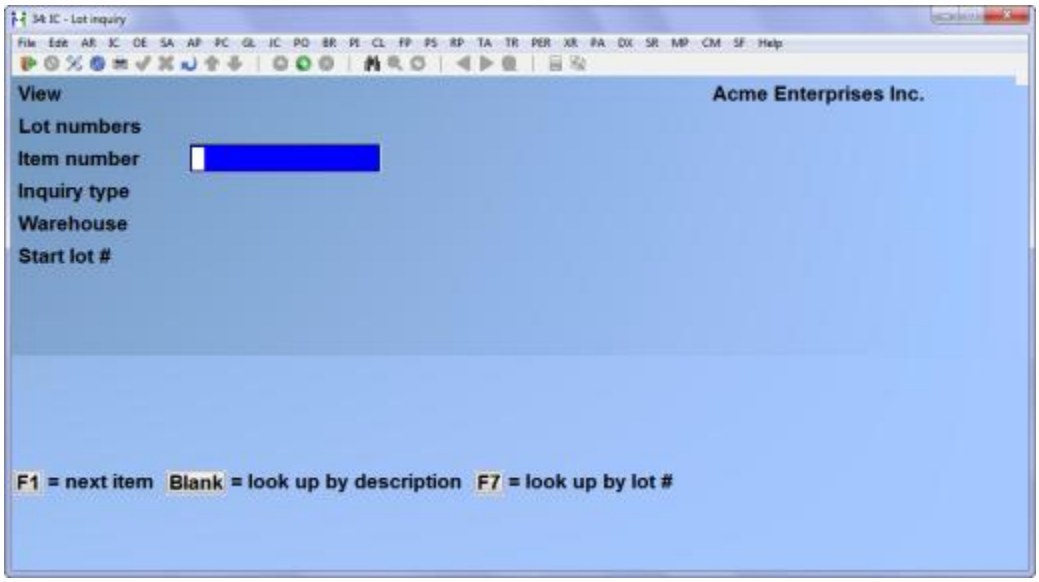
A detail inquiry on a specific lot number includes the information displayed for a summary inquiry. In addition, the first activity date and quantity committed of the lot number is shown.

A detail inquiry for an item with a "lot detail" tracking method also shows the following information for each transaction processed for the lot number:

- transaction type
- purchase order number
- transaction date
- source
- quantity
- customer number
- price
- invoice number
- cost
- reference text

Select *Lot numbers* from the *View* menu.

The screen displays as follows:



Enter the information as follows:

[?] Item number

Enter the item number of the lot-controlled item, or use one of the options:

Options: **[F1]** to display the next lot-controlled item number

[Enter] to look up the lot-controlled item by description

[**F7**] to look up by the lot number. If multiple lot/item combinations are listed use the arrow keys to highlight the desired lot, press [**F4**] to display the detail for that lot.

Inquiry type

Enter **D** to view the detail of a lot number for the item, or press **[Enter]** to default to **S** for a summary of the item's lot numbers.

[?] Warehouse

(This field appears only if you are using multi-warehousing.)

Enter the warehouse code for which you want to view lot numbers, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] for "All" warehouses

For a summary lot number inquiry, you are asked to enter:

Start lot #

Enter the starting lot number to be displayed, or use the option:

Option: **[F1]** to start from the "First" lot number on file for the item

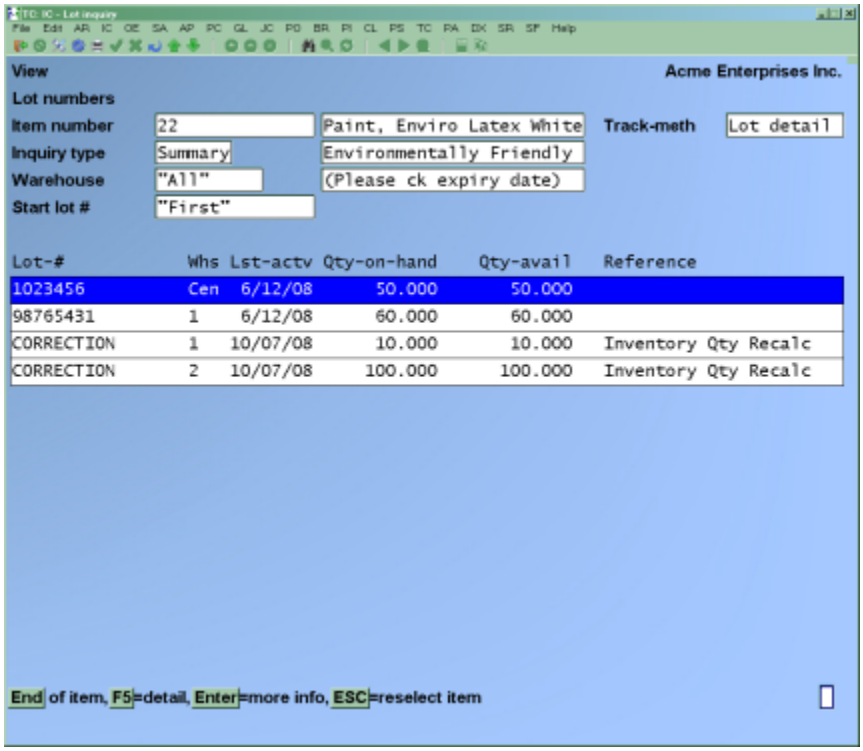
For a detail lot number inquiry, you are asked to enter:

Lot-#

Enter the lot number to be displayed.

Viewing Lot Number Summary

For a summary inquiry the screen appears as follows:


View
Acme Enterprises Inc.
Lot numbers
Item number 22 Paint, Enviro Latex White Track-meth Lot detail
Inquiry type Summary Environmentally Friendly
Warehouse "All" (Please ck expiry date)
Start lot # "First"
Lot-# Whs Lst-actv Qty-on-hand Qty-avail Reference
1023456 Cen 6/12/08 50.000 50.000
98765431 1 6/12/08 60.000 60.000
CORRECTION 1 10/07/08 10.000 10.000 Inventory Qty Recalc
CORRECTION 2 10/07/08 100.000 100.000 Inventory Qty Recalc
End of item, F5=detail, Enter=more info, ESC=reselect item

Up to 14 lot numbers display on the screen at one time. If there are more than 14 lot numbers to view, use one of these options:

Options: **[PgDn]** to view more lot numbers

[PgUp] to return to a previous screen display of lot numbers

Press **[Enter]** to see the first activity date, quantity received, quantity sold, quantity credited, and quantity adjusted for each lot number.

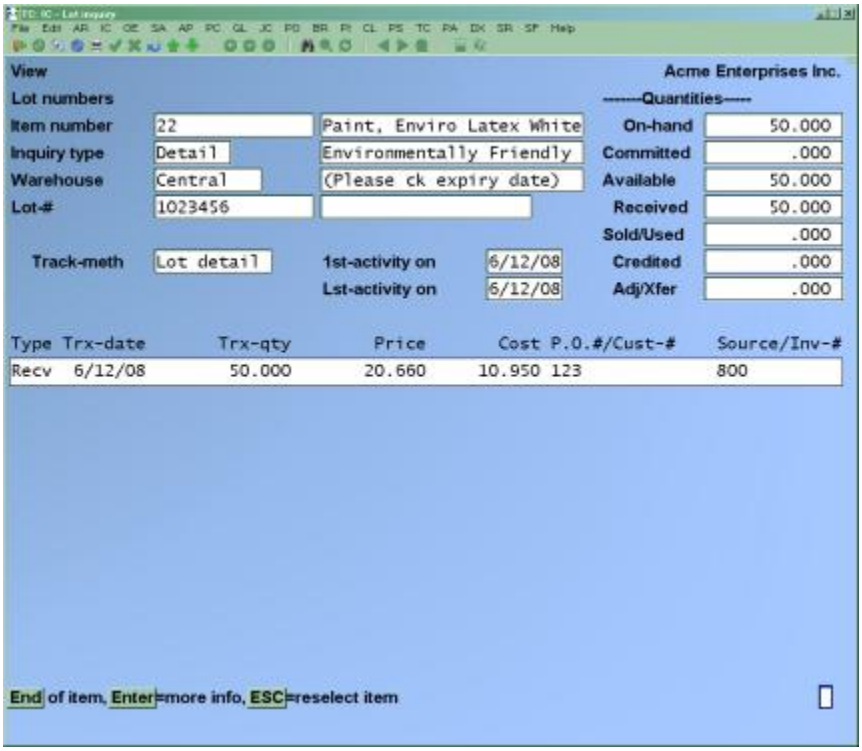
Press [**F5**] to switch to the detail view.

When you have finished reviewing the lot numbers, press **[Tab]**. You can then enter the item number of the next lot-controlled item that you want to inquire into.

You can also press **[Tab]** when the **[PgDn][PgUp]** message is displayed to end inquiry into a lot-controlled item before you reach the end of that item.

Viewing Lot Number Details

The screen for a detail inquiry appears as follows:


View
Acme Enterprises Inc.
Lot numbers
-------Quantities-----
Item number 22 Paint, Enviro Latex White On-hand 50.000
Inquiry type Detail Environmentally Friendly Committed .000
Warehouse Central (Please ck expiry date) Available 50.000
Lot-# 1023456 Received 50.000
Sold/Used .000
Track-meth Lot detail 1st-activity on 6/12/08 Credited .000
Lst-activity on 6/12/08 Adj/Xfer .000
Type Trx-date Trx-qty Price Cost P.O.#/Cust-# Source/Inv-#
Recv 6/12/08 50.000 20.660 10.950 123 800
End of item, Enter=more info, ESC=reselect item

The message "Lot detail not tracked for this item" displays if a detail inquiry has been requested for an item with a tracking method of "lot balance", since transaction detail is not retained on lots for these items.

Up to 12 transactions for the lot display on the screen at one time. If there are more than 12 transactions, use one of these options:

Options: [PgDn] to view additional transactions for the lot

[PgUp] to return to a previous screen display of lot transactions

Press **[Enter]** to see the "Reference" text for each transaction displayed on the screen. Press **[Enter]** twice more to see the parent kit item in which the serial numbers were used for assembly, and the parent kit item's SN or Lot # if applicable.

When you have finished reviewing the lot numbers, press **[Tab]**. You can then enter the number of the next lot-controlled item that you want to inquire into.

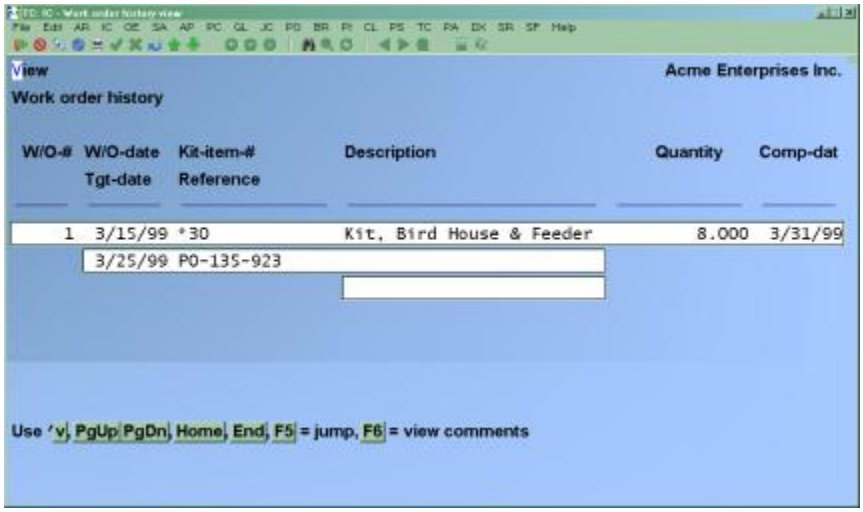
You can also press **[Tab]** when the **[PgDn][PgUp]** message is displayed to end inquiry of a lot-controlled item before you reach the end of that item.

Viewing Work Order History

Use the *View (Work order history)* selection to view work orders that have been closed (using *Close work orders*). "Immediate" work orders which have been issued may also be viewed using this selection.

Select *Work order history* from the *View* menu.

The screen displays as follows:


View
Acme Enterprises Inc.
Work order history
W/O-# W/O-date Kit-item-# Description Quantity Comp-dat
Tgt-date Reference
1 3/15/99 *30 Kit, Bird House & Feeder 8.000 3/31/99
3/25/99 PO-135-923
Use ↑v↓, PgUp PgDn, Home, End, F5 = jump, F6 = view comments

Up to 5 closed work orders display on the screen at one time. To scan through the closed work orders, use the keys as shown at the bottom of the screen (**[Up][Down]**, **[PgDn][PgUp]**, **[Home]**, and **[End]**). Other options are:

Options: **[F5]** to jump directly to the W/O you wish to view, either by W/O number or reference

[F6] to view comments entered for this W/O

Press **[Tab]** when you are finished viewing W/O history.

Viewing Customer Prices

(If you are not using the *Accounts Receivable* module, skip this section.)

Inventory, in conjunction with Accounts Receivable, offers you many ways of pricing your products for customers. Including:

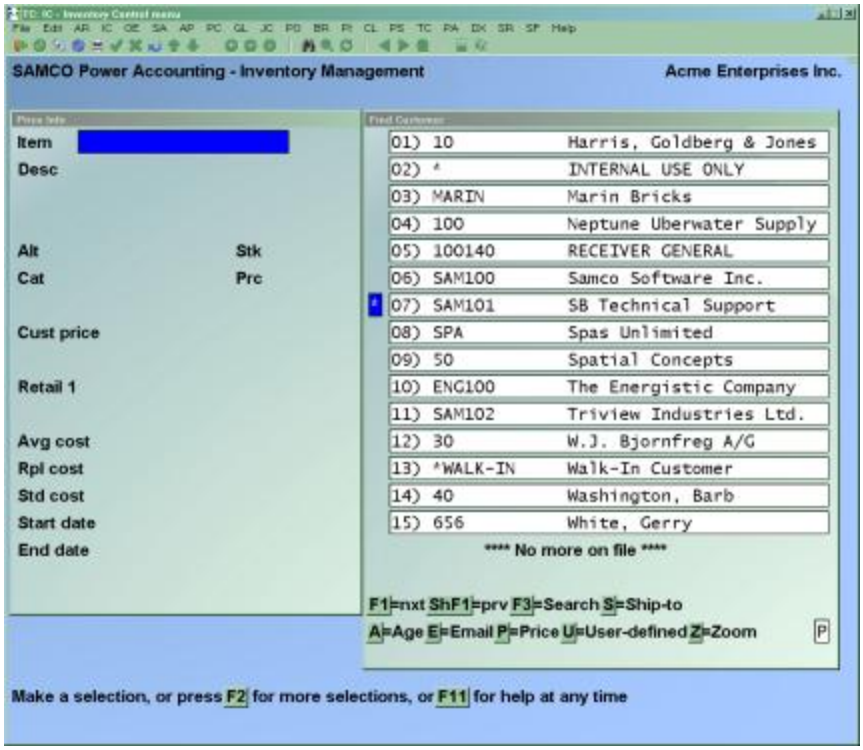
- Customer discount percentage (*Customers* in A/R)
- Customer price level (*Customers* in A/R)
- Price codes (*Items* in I/C+)
- Contract prices for an item (*Prices* in I/C+)
- Contract pricing for an item group (*Prices* in I/C+)

This could get rather confusing when trying to quote a price to a customer over the phone. Using the function described in this chapter, you can find out what a customer pays for an item using the *Extended Functions Window: Find customers* function.

Simply find the customer you want to check pricing for in the *Find customers* windows, press **P** for pricing, and enter the item number you want the price for in the pop-up window that appears. The screen will display what this customer will pay for the item, as well as some basic pricing details (i.e. if it is a contract price what is the contract begin and ending dates).

If you have used the *Extended Functions Window* in the past, you probably have a good idea about how to look up information. If you are not familiar with this function, please refer to the chapter titled *Extended Functions Window* in the *System Functions* manual for details.

From anywhere in the Samco system, press **[F8]** to bring up the EFW window. From the menu displayed, select *C. Find customers*. Search through the customer list until you find the customer you want to look up a price for an inventory item for. Once the customer is hi-lighted, press **P**. The sample screen below shows you what would appear:



At the **Item:** prompt, enter the number of the item you want to look up the price for this customer, or use one of the options:

Options: **[?]** to look up an item using the *Find items* function

[Enter] to look up an item by description

[F1] to scan through the items on file

[Tab] to exit out of this function.

Once an item is selected the *Price info* window displays the pricing for this inventory item for this customer. The following is an explanation of each field that is displayed:

Alt:

If you have entered one or more alternate items for this inventory item, the first alternate item number displays here.

Stk:

The item's stocking unit from the Item file is displayed.

Cat:

The item's product category and sub-category from the Item file is displayed.

Prc:

The item's pricing unit from the Item file is displayed.

Cust price:

This is the price the customer will pay for this item. The price displayed is determined in the following order:

1. If a contract price for this item for this customer is on file, the contracted price will be displayed, otherwise;

2. If a contract price for this item's category or group for this customer is on file, the contracted price will be displayed, otherwise;

3. If the item has a price code, the price will be displayed if the price code is a pick price by, mark up by, or discount by customer type and the customer type matches the price code, otherwise;

4. If the customer's record identifies a specific price level to use, the item's price level that matches the customer record is displayed; otherwise;

5. Price-level 1 from the item record is displayed.

For example, you want to look up the price customer "A" would pay for item "X". First, the function would check to see if there was a contract price for item "X" for customer "A". If there was, the contract price would be displayed. If not, the function would check to see if there was a contract price for customer "A" for the product category and sub-category of item "X". If there was, the price would be

displayed. If not, the function would check to see if the price code assigned to product "X" used pricing by customer type. If it does, the function would see if the customer's type matched that of the pricing code. If yes, the calculated price would be displayed. If not, the function would check to see if the customer's record selected a specific price level. If yes, the price for that level from the item record would be displayed. If not, the item's price level-1 would be displayed.

Beneath the price displayed is a literal which tells you what price is being displayed and how it was determined. The following is an explanation of each literal:

(Contract) Identifies that the price displayed is a contract price. In addition, the contract ID # is displayed on the same line.

(Contr-disc) Identifies that the price displayed is a contract price by product category. In addition, the contract ID # is displayed on the same line.

(Discounted) The price displayed uses a price code that discounts by customer type.

(Price code) The price displayed uses a price code that selects a price level by customer type.

(Marked up) The price displayed uses a price code that marks up by customer type.

(Prc level-) The price level displayed is either the price level from the customer's record, or if set to 1 identifies that the customer pays price level-1. Normally, when set to 1, this means that the customer receives no special pricing consideration for this item.

Price lvl-1:

This is the first price in the item record, usually reflecting the retail or standard price.

- **Avg cost:**
- **Rpl cost:**
- **Std cost:**

The average, replacement, and standard cost (if applicable) are displayed for this item from the Item file.

Start date
End date

If a contract price applies to this item for this customer, the starting and ending dates for the contract are displayed.

With the pricing information displayed, press **[Tab]** to complete viewing the item pricing for this customer, or use one of the options:

Options: **[F1]** if a contract price, price code, or specific price level applies to the pricing of this item for this customer, pressing **[F1]** allows you to cycle through the other pricing that would apply to this customer.

[F2] to look up pricing for another item for this customer

Chapter 23

Serial Numbers

Use the *Serial numbers* selection to enter transactions which modify information on serial numbers in the Serial file.

The majority of your serial number processing will be done through the *Inventory* selection to ensure that General Ledger distributions are made.

Serial numbers is used during set-up of Inventory to establish historical information on previously sold serialized items. After the initial set-up of this package, this selection is used to change the serial number information without affecting the on hand quantities of your items.

Serial Number Transaction Types

There are six different transaction types that can be entered through *Serial numbers*. They are:

H	History of a sold serialized item
U	Update information on a serialized item
LO	Loan out a serialized item
LR	Loan return of a serialized item
MI	Move in a sold serialized item
MO	Move out an unsold serialized item

A brief description of each of the six transaction types appears below.

NOTE: Quantity on hand in the Status and Item files are NOT updated with transactions entered here. Serial Number transactions are provided only to make corrections for serialized items sold/returned/received without serial numbers, and for Loan In/Out transactions. If inventory on-hand quantities are to be updated, use upward and downward *Inventory* adjustments instead.

History

A History transaction is entered to place previously sold serialized items in the Serial file with a "sold" status.

The serial numbers entered must not exist in the Serial file in order to add a history type transaction.

History transactions are typically entered when setting up Inventory, to build a history of previously sold serialized items.

Update

Enter an Update transaction to change existing data on a serialized item.

The serial number entered must exist in the Serial file, but its current status can be "sold" or "unsold". The serial number cannot be “committed” or “on loan”.

Loan Out

Enter a Loan Out transaction to track a serialized item that is on loan to a customer.

The serial number being loaned must exist in the Serial file, and have a status of "unsold" and available (not committed or already on loan).

After posting the Loan Out transaction, the status of the serialized item becomes "on loan" (and remains "unsold").

Serialized items on loan are reported on in the Serial Numbers on Loan report and are considered "unsold" in other reports.

Loan Return

A Loan Return transaction is entered when a loaned out serialized item is returned from loan.

The serial number being returned from loan must exist in the Serial file, and have a status of “on loan” (and “unsold”).

The item's status becomes "unsold" and available (not committed or on loan).

Move In

A Move In transaction is entered to change the status of a serialized item from "sold" to "unsold", or to add received serial numbers to the Serial file.

If the serial number being moved in is not in the Serial file, it will be added with a status on “unsold” and available when the Move In is posted. If the serial number is already in the Serial file, it must have a status of “sold”.

If an incorrect serial number was entered (and posted) for a sales transaction, you can enter a Move In transaction to change the serial number status from “sold” to “unsold”. You would then enter a Move Out transaction (see below) to record the correct serial number as "sold".

For "sometimes" serialized items, the Move In transaction allows you to correct and complete serial number information omitted during entry of credit memo/return transactions.

Move Out

A Move Out transaction changes the status of a serialized item from "unsold" to "sold".

The serial number entered to move out must exist in the Serial file, and have a status of “unsold” and available.

If an incorrect serial number was entered (and posted) for a credit memo/return transaction, you can enter a Move Out transaction to mark the incorrectly received serial number as "sold". You would then enter a Move In transaction (see above) to record the correct serial number as "unsold".

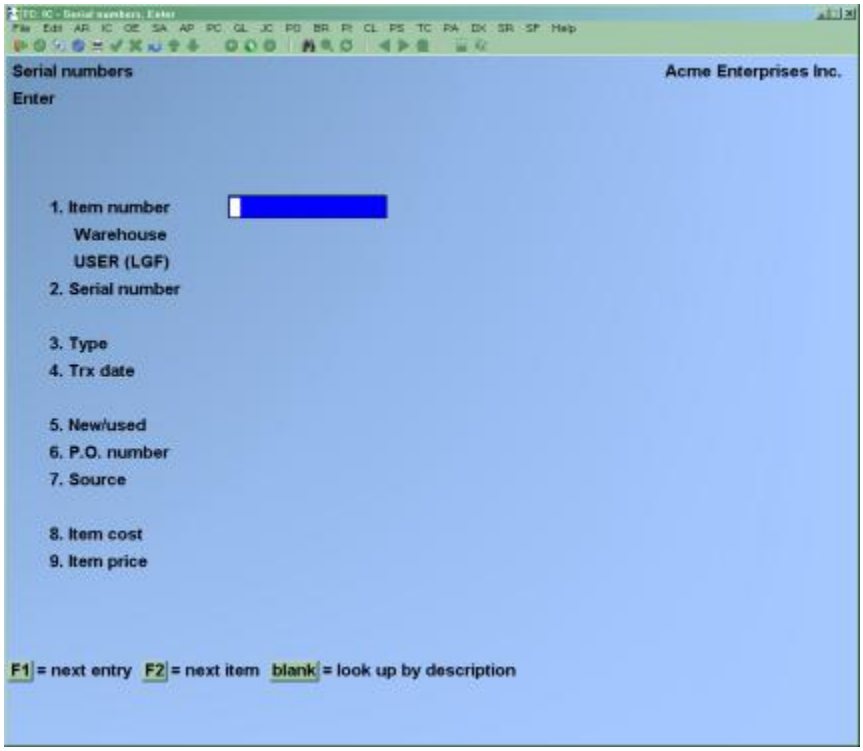
For "sometimes" serialized items, the Move Out transaction allows you to correct and complete serial number information omitted during entry of sales transactions.

To Begin

From the I/C menu, select *Serial numbers*. Then from the *Serial numbers* menu, select *Enter*.

Entering Serial Number Transactions

This is the screen you see:



From this screen, you can work with both new and existing serial number transactions.

Enter the following information:

[?] 1. Item number

For an existing transaction:

Enter the item number, warehouse code (if you are using multi-warehousing), serial number, and transaction type for the transaction you wish to change, or use the option:

Option: [F1] to find the next transaction

If there is no matching transaction on file, continue entry as if this were a new transaction.

For a new transaction:

Enter the item number or use one of the options:

Option: [F2] to get the next serialized item in item number order

[Enter] to look up the item by description

If you are using multi-warehousing, the cursor moves to the "Warehouse" field.

Otherwise, the cursor moves to "Serial number".

[?] Warehouse

(This field appears only if you are using multi-warehousing.)

Enter the warehouse which is involved in the transaction, or use the option:

Option: **[Enter]** for the "Central" warehouse

2. Serial number

Enter the serial number of the item.

3. Type

Enter the transaction type as follows:

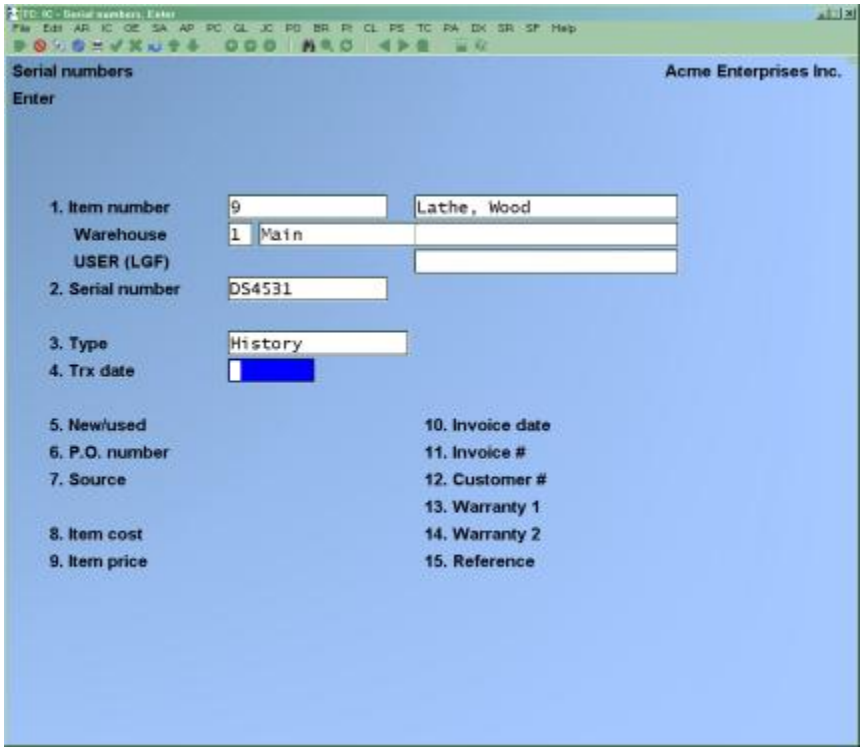
H	History
U	Update
LO	Loan out
LR	Loan return
MI	Move in
MO	Move out

For subsequent transactions, you can also use one of these options:

Options: **[Enter]** to default to the last transaction type entered

[F2] to default to the values entered for the last transaction for this and the remaining fields

The following is a sample entry for an Update serial transaction. Which fields are displayed and/or modifiable depends on the transaction type selected.



Enter the information as follows:

4. Trx date

The current date is displayed for the first transaction. For subsequent transactions, it displays the last date entered.

Enter the date for this transaction or use the option:

Option: [Enter] to use the date shown

If this is an "Update" transaction type, the remaining fields display the values currently on file for the serial number entered. Skip to the "Reference" field.

5. New/used

(This field displays the serial number's current value from the Serial file and is skipped for Loan Returns and Updates)

Enter N or U to indicate whether the item was new or used, or use the option:

Option: [F1] to default to "New"

6. P.O. number

(This field displays the serial number's current value from the Serial file and is skipped for Loan Returns, Move Outs and Updates)

Enter the purchase order number under which this item was bought.

7. Source

(This field displays the serial number's current value from the Serial file and is skipped for Loan Returns, Move Outs and Updates)

Enter the source from which this serial number was obtained, or use the option:

Option: [Enter] to default to the vendor number for the item

This field is used when printing the Flooring Report. If your inventory is financed, you can use this field to identify the finance company for this serial number.

8. Item cost

(This field displays the serial number's current value from the Serial file and is skipped for Loan Returns and Updates)

Enter the cost of this item, or use the option:

Option: [F1] to default to the average cost in the Item file (replacement cost for LIFO/FIFO valuation; standard cost for Standard valuation)

If you are using the average cost valuation method with serial costing (as specified in *Control information*), the "Item cost" field cannot be modified with the "Update" transaction type.

"Move In" and "Move Out" transactions will re-calculate the average cost and create a distribution to the General Ledger (see *Posting Results* below).

For "Always Serialized" items, it is recommended that whenever possible, *Inventory* adjustments be used to change, add or remove serial numbers under the serial costing method of inventory.

9. Item price

(This field displays the serial number's current value from the Serial file and is skipped for Loan Returns and Updates)

Enter the price of this item, or use the option:

Option: [F1] to default to "Price-1" for the item

If this is a Move In transaction or an Update transaction on an Unsold serial number, then the remaining fields do not display except for *Reference*. Skip to the *Reference* field below.

10. Invoice date

(This field displays the serial number's current value from the Serial file and is skipped for Loan Returns and Updates on "Sold" serial numbers.)

(This field does not display for Loan Return transactions.)

Enter the invoice date on which this serial number was sold, or use the option:

Option: [Enter] to default to the current date

10. Return date

(This field displays only for Loan In/Out transactions. For Loan In transactions, it is skipped and cannot be modified.)

Enter the return date that this serial number is expected to be returned.

If this is a Load In or Loan Out transaction, then the remaining fields do not display except for *Reference*. Skip to the *Reference* field below.

11. Invoice #

(This field displays the serial number's current value from the Serial file and is skipped for Updates on "Sold" serial numbers.)

Enter the invoice number, or use the option:

Option: [Enter] to leave this field blank

12. Customer #

(This field displays the serial number's current value from the Serial file and is skipped for Updates on "Sold" serial numbers.)

Enter the number of the customer to whom this item was sold, or use the option:

Option: [Enter] to leave this field blank

13. Warranty 1

(This field displays the serial number's current value from the Serial file and is skipped for Updates on "Sold" serial numbers.)

Enter the date the first warranty for this item expires, or use the option:

Option: [Enter] to accept the default date shown

The default warranty date is automatically calculated based on the invoice date of this transaction, plus the number of warranty days as defined in the Item file for this item.

14. Warranty 2

(This field displays the serial number's current value from the Serial file and is skipped for Updates on "Sold" serial numbers.)

Enter the date the second warranty for this item expires, or use the option:

Option: [Enter] to accept the default date which is automatically calculated and shown

15. Reference

Enter any reference text or comments for this transaction, or use the option:

Option: [Enter] to leave this field blank

For Loan Out transactions, the "Reference" field is used to determine the sequence of printing on the Serial Numbers on Loan report.

Use "Field number to change?" to make changes to the fields as usual.

The changes you enter here do not affect the existing serial number information in the Serial file until the Update is posted.

Printing a Serial Number Edit List

From the *Serial numbers* menu, select *Edit list*.

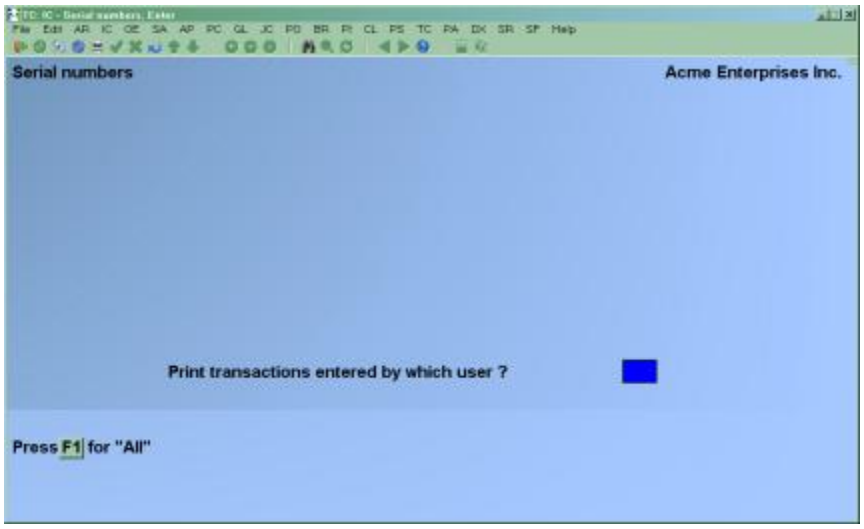
Enter the item numbers of the starting and ending transactions to print. Follow the screen instructions.

Check the Serial Transaction Edit List for warning messages regarding transactions that will not be posted. If such a message appears for any transaction, use the *Serial numbers (Enter)* selection to correct or complete the entry of the transaction prior to posting.

Posting Serial Number Transactions

From the *Serial numbers* menu, select *Post*.

If the *Track transactions by user?* field in *Setup (Control Information)* is set to "Y", the following screen will appear:



Enter the user ID whose transactions are to be printed or use the option:

Option: [F1] To select "All" users.

You are then asked to specify where to print the Serial Number Transaction Edit List. Follow the screen instructions.

Posting Results

The Serial file is updated for the new transactions as follows:

Transaction Type	Status Change (in Serial file)	
	From	To
History	N/A	sold
Update	N/A	N/A
Loan Out	unsold	loaned
Loan Return	loaned	unsold
Move Out	unsold	sold
Move In	sold	unsold

If you are using the Average Cost valuation method, and have specified in the I/C *Control Information* file that you are also using serial costs, Move In and Move Out transactions will create distributions only if there is a change in the item's average cost. The average cost is re-calculated only when the number of serial numbers in the Serial file equals the quantity on hand. The distribution amount will be the change in the item's average cost times the quantity on hand of the item.

NOTE: If the number of serial numbers in the Serial file for an item does not equal the quantity on hand in the Item file, the average cost will not reflect the true average cost. When an Inventory Valuation is run, the value is determined by multiplying the quantity on hand by the average cost, even if serial costing is used. Therefore, the inventory value for the item will not equal the true cost calculated if the serial costs of each of the serial numbers in the Serial file are summed. To correct this, ensure that the number of serial numbers in the Serial file match the quantity on hand in the Item file.
If you are not using serial costing with the Average Costing valuation method, then no distributions are generated.

NOTE: If you are using General Ledger, you can press **[F5]** at "Field number to change?" to mark a Move In or Move Out transaction to create distributions as a "correcting entry".

If the change causes an increase in average cost, distributions are posted to the I/C Distribution file as described below:

- Debit item's Inventory Account (Item file)
- Credit Cost Correction Account (I/C Control file)

If the change causes a decrease in average cost, distributions are posted to the I/C Distribution file as follows:

- Debit Cost Correction Account (I/C Control file)
- Credit item's Inventory Account (Item file)

G/L distributions are not created by any other serial transaction type.

Hardware Failure During Posting

In the event of a computer failure during posting (as the result of a power outage or other hardware problem), it is wise to restore the data files from your backup copies and rerun the posting procedure.

However, if you have not backed up your files prior to posting, the posting procedures include features which prevent previously posted transactions from being posted again.

When the computer becomes functional again, print the Serial Transaction Edit List to determine which transactions have been posted. The edit list will identify the posted transactions with the message "***Entry will not be posted due to duplication***".

The first transaction on the edit list that is not accompanied by this message is probably partially posted.

If posting is rerun, without using files restored from your back up copies, you should watch for this partially posted transaction. If any error is found in posting this transaction, you will have to correct it using manual entries.

Chapter 24

Kits

(If you do not use kits, as specified in *Control information*, you may skip this chapter.)

A kit is an inventory item which is constructed from other inventory items. Kits are used to construct inventory items from raw materials, to construct groups of items that are sold as a set, or to provide sets of suggested items which are normally sold together.

To better understand how Kits work, some terms need to be defined. This chapter then details the different types of kits which can be constructed, and their effects on the inventory and sales.

Terminology

Kit-Item

The Kit-Item is the parent item which is built or constructed from the components of a kit. In most cases, when a kit is built the components are depleted from inventory, and the resulting kit-item's quantity on hand is increased.

Component-Item

The component-item, or simply the component, is the raw material used to build a kit-item. A kit-item can itself be a component of another kit-item.

Kit Level

When kits are defined, a level is assigned. This kit level determines the order in which kits are built when a kit-item is also used as a component in another kit-item. By definition, component items which are not kits are "raw materials" and given a level

of zero (0). See the section titled *Kit Levels* later in this chapter for a detailed explanation of how levels are used.

Component Tracking

Component tracking is done when kits are built or sold (depending on the type of kit). This tracking is reported on the *Component Usage Report*. Tracking of the component usage is not related to the Qty Used PTD/YTD fields in the Status file. Updating of the Status file fields is controlled only through the *Component Update Method* set in the I/C *Control Information*, and the *Component Update Method* in turn has no effect on the component usage.

Overview

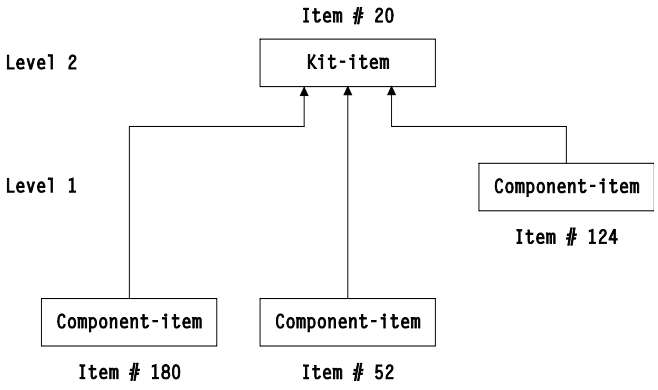
A kit-item could be constructed as follows:

The *Kits* selection is used to specify each of the component items for a kit. Additionally, the quantity of each component item is specified. This quantity is the quantity required to assemble a single kit-item.

Before using *Kits*, both the kit-item and the component items must be defined as items using *Items*. (Since component items are also defined as inventory items, you may sell these individually as well as using them to construct kits.)

A miscellaneous item may be used as a component item of a kit. Such items would be used to take into account the cost of assembling the kit-item, as well as certain overhead costs.

Kits may also be used as components of other kits. For example:



In the above example, kit-item #20 is defined as consisting of item #180, item #52, and kit-item #124 (from the first example).

Kit Levels

In order to allow kit-items to be components of other kits, each kit-item is assigned a level number. Whenever a kit-item is used as a component of another kit, the level number of the component kit-item must be lower than the level number of the kit being constructed. (Component items which are not kit-items are assigned level number 0.)

For example, kit-item #20 is defined at level 2 and kit-item #124 is defined at level 1.

Level numbers are required to ensure that inventory items are posted in the correct sequence. Items used as components are posted prior to the kits which are being assembled.

In the examples above, assume that items #23, #41, #52, #150, and #180 are not defined as kit-items. Transactions for all the items listed above will be posted in the following sequence:

Level #	Item #
0	23
0	41
0	42
0	150
0	180
1	124
2	20

The following steps can be used to assign level numbers to kits:

1. List each kit which is assembled out of raw materials. These kits can be assigned level 1.

2. List kits which are assembled out of raw materials or out of kits which were assigned level 1 above. These kits can be assigned level 2.

3. List kits which are assembled out of raw materials, or kits assigned levels 1 or 2 above. These kits can be assigned level 3.

Continue as above until all kits are listed.

Component Usage vs Tracking

The component tracking information is based on the type of kit which is assembled. This information is stored for reporting on the Component Usage Report.

The updating of the Qty used PTD/YTD, Qty sold PTD/YTD, Sales PTD/YTD, and Costs

PTD/YTD are determined entirely by the *Component Update Method* selected in the I/C *Control Information*. The only exception to this is for loose kits, where the sales and inventory information for the components are handled as they would be as if the component items were sold individually.

The Component Usage Report is used to report on the theoretical component usage based on the current kit quantities on hand vs the actual component usage. Theoretical quantities are reported for Simple, Tracked, and Component-Tracked kits. However actual usage is reported only for serial numbered and lot-controlled components for Tracked kits, and for all components of a Component-Tracked kit.

Kit Types

Five different types of kits may be defined using the *Kits* selection. Following is a brief summary of the primary differences between the different types of kits, followed by a more detailed description of the kit types and uses.

A **Simple kit** (kit type "S") is assembled into inventory as a completed kit. The component parts are deducted from inventory when the kit is assembled. Actual component usage in the assembly is not tracked for the Component Usage Report.

A **Tracked kit** (kit type "T") is assembled into inventory in the same manner as a simple kit. In addition, actual component usage in the assembly is retained for serialized and lot-controlled components. To allow for this component tracking, the parent item of a Tracked kit must also be either serialized or lot-controlled.

A **Component-tracked kit** (kit type "C") is also assembled into inventory in the same manner as a Simple or Tracked kit. For Component-tracked kits, actual component usage is retained for all components. The parent item of a Component-tracked kit must be either serialized or lot-controlled.

A **Miscellaneous kit** (kit type "M") is not assembled into inventory. Instead, when a miscellaneous kit is sold in Point of Sale or Billing, on-hand quantities of component items are reduced. The parent of a miscellaneous kit must be a miscellaneous item (item number beginning with *). Actual component usage is not tracked for the Component Usage Report.

A **Loose kit** (kit type "L") is not really a kit, but a list of associated items. When the parent item of a miscellaneous kit is entered on a sales ticket or order, the associated items are automatically suggested as line items, one at a time. Accepted associated items are handled as individual line items, not as kit components. Actual component usage is not tracked for the Component Usage Report.

Definitions for **Miscellaneous kits** and **Loose kits** are functional only when using Point of Sale or Billing.

Simple Kit ("S-kit")

A Simple kit is used for non-miscellaneous parent items when it is not necessary to retain information on actual component usage during assembly. This type of kit would be used in a manufacturing environment where a finished good is produced from raw materials (usually in a separate warehouse).

- Kit is assembled into inventory prior to sale, using *Kit inventory*.
  The assembly operation results in reducing the inventory of non-miscellaneous component items while increasing the on-hand quantity of the kit item.

- Parent must be a non-miscellaneous item (item number not beginning with *), with any valid tracking method.

- Components may be any item in the Item file (including a parent of a different kit), with any valid tracking method.

  Note that if a component is also defined as a kit, that kit's components are not processed; only the parent's components are processed.

- During assembly, changes to the item number and/or quantity of a component in a kit are allowed or disallowed by the setting of "modify-flags" in the kit definition.

- Entry of component items' serial or lot numbers is performed during assembly. Actual serial and/or lot numbers specified for components are retained after assembly and sale in the Serial file.

- Component usage for reporting on the Component Usage Report is not retained for any components of a simple kit.

- Updating of quantity sold and sales PTD/YTD statistics is performed for the parent item at time of sale.

- For kits assembled using *Kit Inventory*, the updating of quantity used or quantity sold and sales statistics for component items at time of posting is determined by the component update method specified in the I/C *Control Information*.

- For kits assembled using *Work Orders*, the quantity used is updated in the Status file when the work order is issued, regardless of the component update method defined in the I/C *Control Information*. Quantity sold and sales statistics for kit components used on work orders are not updated.

- The sale of a simple kit may be initiated using the *Inventory* selection of this package, the Point of Sale *Tickets (Enter)* selection, or the Billing *Orders* selection.

Tracked kit ("T-kit")

A Tracked kit is used when you wish to retain actual usage information for the serialized and lot-controlled component items that are used during assembly. The parent item must be always-serialized or lot-controlled. This type of kit would be used for assembling kits such as a computer system, where the computer, monitor, and printer are all serial numbered, and all components need to be tracked for warranty purposes.

- Kit is "assembled" into inventory prior to sale, using *Kit inventory*.

  The assembly operation reduces the inventory of non-miscellaneous component items and increases the on-hand quantity of the kit item.

- Parent must be an item with a tracking method of "Always serialized", "Lot Detail", or "Lot Balance".

- Components may be any item in the Item file (including a parent of a different kit), with any valid tracking method.

  Note that if a component is also defined as a kit, that kit's components are not processed; only the parent's components are processed.

- During assembly, changes to the item number and/or quantity of a component in a kit are allowed or disallowed by the setting of "modify-flags" in the kit definition.

- Entry of component items' serial or lot numbers is performed during assembly. Actual serial and/or lot numbers specified for components are retained after assembly and sale in the Serial file.

- Component usage for reporting on the Component Usage Report is retained only for serialized and lot-controlled components.

- Updating of quantity sold and sales PTD/YTD statistics is performed for the parent item at time of sale.

- For kits assembled using *Kit Inventory*, the updating of quantity used or quantity sold and sales statistics for component items at time of posting is determined by the component update method specified in the I/C *Control Information*.

- For kits assembled using *Work Orders*, the quantity used is updated in the Status file when the work order is issued, regardless of the component update method defined in the I/C *Control Information*. Quantity sold and sales statistics for kit components used on work orders are not updated.

- The sale of a Tracked kit may be initiated using the Inventory *Inventory* selection, the Point of Sale *Tickets (Enter)* selection, or the Billing *Orders* selection.

Component-tracked Kit ("C-kit")

A Component-tracked kit is identical to a Tracked kit, except that actual usage information is retained for all component items that are used during assembly. Like the tracked kit type, this type could be used for building computer systems where you wish to track all components used in building the kit, including miscellaneous items which may be used for labour.

- Kit is "assembled" into inventory prior to sale, using *Kit inventory*.

  The assembly operation reduces the inventory of non-miscellaneous component items and increases the on-hand quantity of the kit item.

- Parent must be an item with a tracking method of "Always serialized", "Lot Detail", or "Lot Balance".

- Components may be any item in the Item file (including a parent of a different kit), with any valid tracking method.

  Note that if a component is also defined as a kit, that kit's components are not processed; only the parent's components are processed.

- During assembly, changes to the item number and/or quantity of a component in a kit are allowed or disallowed by the setting of "modify-flags" in the kit definition. Records of all components used during assembly are retained.

- Entry of component items' serial or lot numbers is performed during assembly. Actual serial and/or lot numbers specified for components are retained after assembly and sale in the Serial file.

- Component usage for reporting on the Component Usage Report is retained only for all components of a component-tracked kit.

- Updating of quantity sold and sales PTD/YTD statistics is performed for the parent item at time of sale.

- For kits assembled using *Kit Inventory*, the updating of quantity used or quantity sold and sales statistics for component items at time of posting is determined by the component update method specified in the I/C *Control Information*.

- For kits assembled using *Work Orders*, the quantity used is updated in the Status file when the work order is issued, regardless of the component update method defined in the I/C *Control Information*. Quantity sold and sales statistics for kit components used on work orders are not updated.

- The sale of a Component-tracked kit may be initiated using the Inventory

Inventory selection, the Point of Sale *Tickets (Enter)* selection, or the Billing *Orders* selection.

Miscellaneous Kit ("M-kit")

Miscellaneous kits are used when the kit is not assembled prior to sale, but the components are "grouped" at time of sale and sold for a kit price. The kit price can vary depending on the items sold and/or substituted within the kit at the time of sale. The parent must be a miscellaneous item (item number beginning with *). This type of kit could be used to sell a camera “Starter Set”, which would include a camera, case, stand, and 3-pack of film. The customer has the option of removing certain items from the kit, or to substitute certain items, and the price would change according to the kit definition.

- Kit is not "assembled" into inventory prior to sale and cannot be used to assemble a kit in *Kit Inventory* or in *Work Orders*.

- Parent must be a miscellaneous item and, therefore, quantity on hand is not monitored. Parent tracking method is "Normal".

- Component items may be any item in the Item file (including a parent of a different kit), with any tracking method.

- Changes are allowed, at time of sale, to the item number and/or quantity of a component in a kit. Changes are allowed or disallowed by the setting of "modify-flags" in the kit definition.

- Depending on the kit definition, the selling price of the parent item can vary based on component changes made at the time of sale.

- Entry of component items' serial or lot numbers is performed during the sale of the kit. Actual serial and/or lot numbers specified for components are retained after assembly and sale in the Serial file.

- Component usage for reporting on the Component Usage Report is not retained for components of miscellaneous kits.

- When sale transactions are posted, on-hand quantities are reduced for non-miscellaneous component items.

- Updating of quantity sold and sales PTD/YTD statistics are performed for the parent item at time of sale.

  Updating of quantity used or quantity sold and sales statistics for component items is determined by the component update method specified in the I/C Control file. When specified, component updating is performed at time of sale.

- The sale of a miscellaneous kit is entered through the Point of Sale *Tickets (Enter)* selection or the Billing *Orders (Enter)* selection.

Loose Kit ("L-kit")

A Loose kit is not really a kit. It is a list of associated items that are automatically suggested for sale when the parent item is sold, and the components are processed individually as they would if sold separately. For example, when a Hamburger is sold, Fries and Soda may be suggested items.

- Kit is not "assembled" into inventory prior to sale and cannot be used to assemble a kit in *Kit Inventory* or in *Work Orders*.

- Parent item may be any item in the Item file, with any valid tracking method.

- Component items may be any item in the Item file (including a parent of a different kit), with any valid tracking method.

- Parent item is used only to generate component lines at time of sale; parent item itself is not processed. If the parent item is to be processed, it must also be included as a component of the kit.

- Complete information for component items is entered at time of sale, in the same manner as for normal line items, not as part of kit.

- On-hand quantities and sales statistics are updated for component items only, in the same manner as for any normal line item.

- Suggesting of component lines at the time of sale is performed in Point of Sale and Billing. If a sale is entered for the parent item of a loose kit using the *Inventory* selection of Inventory, only the parent item is processed.

Kit Inventory

The *Kit Inventory* menu is used to add kit inventory directly to the inventory without posting the transactions through *Inventory*. The reporting and tracking capabilities for *Kit Inventory* are not as extensive as using the *Work Orders*, and the inventory is handled differently (see the previous sections on the kit type for details).

Due to the differences in how inventory is handled, a decision needs to be made whether *Kit Inventory* or *Work Orders* will be used. If both methods will be used to assemble kits, it is recommended to set the component update method for "Simple/tracked kits" in the I/C *Control Information* to 2 for Qty-used PTD/YTD (so it matches the update method used by *Work Orders*.

Work Orders

A work order (abbreviated W/O) is a request to assemble a specified quantity of a kit from its component items. Work Orders provide a more robust environment for handling the production of kit items.

When a kit is assembled through a work order, the component's Qty used PTD/YTD fields are increased, regardless of the component update method selected in the I/C *Control Information*. If you are using *Work Orders*, it is recommended to set the component update method for "Simple/tracked kits" in the I/C *Control Information* to 2 for Qty-used PTD/YTD (so it matches the update method used by *Work Orders*.

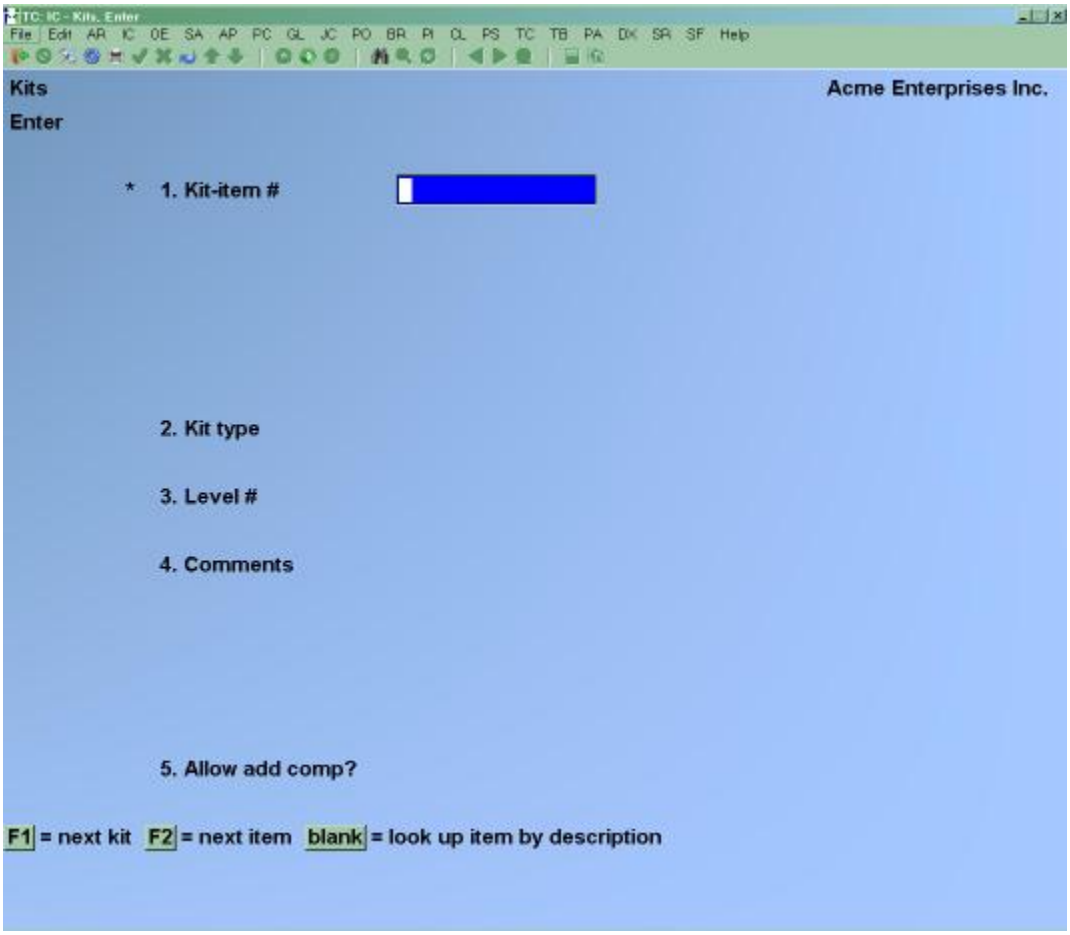
To Begin

From the I/C menu, select *Kits*. Then from the *Kits* menu, select *Enter*.

NOTE: If a user is running a selection on the *Kits* menu, a second user is prevented from running any *Kits* selections.

Entering Kit-items

This is the screen you see:


TC: IC - Kits, Enter
File Edit AR IC OE SA AP PC GL JC PO BR PI QL PS TC TB PA DX SR SF Help
Kits
Acme Enterprises Inc.
Enter
* 1. Kit-item #
2. Kit type
3. Level #
4. Comments
5. Allow add comp?
F1 = next kit F2 = next item blank = look up item by description

Enter the following information:

[?] * 1. Kit-item #

Enter the item number of the kit-item or use one of the options:

Options: **[F1]** to scan through the kit-items in the Kit file

[F2] to scan through the items in the Item File

[Enter] to look up the kit-item by its description in the Item file

[?] Opens the item find function, but will only display kit-items. The [**F3**] option for search has the added ability to press [**Enter**] to indicate the need to search by description.

The kit-item must already be in the Item file.

2. Kit type

Enter the letter which specifies the type of kit. Refer to the chapter titled *Kits* in the *Kits Plus* User Manual for more information on the available kit types.

3. Level

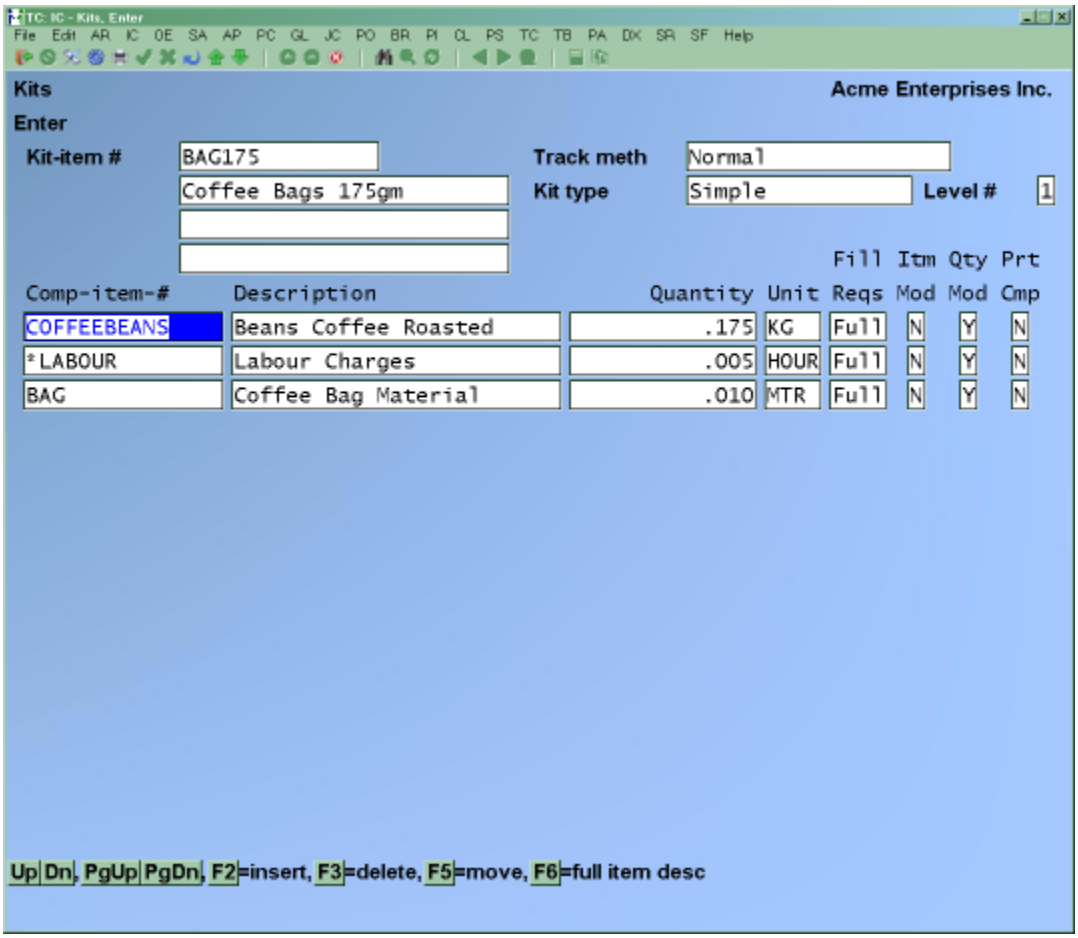
Enter the level to be assigned to this kit-item.

If you only assemble kit-items from raw materials (i.e., component items which are not themselves defined as kits), then always enter 1 here. Otherwise, see the discussion of how to assign levels to your kits at the beginning of this chapter, in the section titled "Overview of Kits and Work Orders".

3. Comments

Enter any comments about this kit-item.

A second screen appears to allow you to enter information about component-items for the kit-item.


TC: IC - Kits, Enter
File Edit AR IC OE SA AP PC GL JC PO BR PI QL PS TC TB PA DX SR SF Help
Kits
Acme Enterprises Inc.
Enter
Kit-item # BAG175
Coffee Bags 175gm
Track meth Normal
Kit type Simple
Level # 1
Comp-item-# Description Quantity Unit Fill Reqs Itm Mod Qty Mod Prt Cmp
COFFEEBEANS Beans Coffee Roasted .175 KG Full N Y N
*LABOUR Labour Charges .005 HOUR Full N Y N
BAG Coffee Bag Material .010 MTR Full N Y N
Up Dn, PgUp PgDn, F2=insert, F3=delete, F5=move, F6=full item desc

Enter the following:
[?] Component-item-#

Enter the item number of the first component-item, or use one of the options:

Options: **[F1]** to scan through the items in the Item File

[Enter] To look up the item in the Item File by description

The item must already exist in the Item File.

NOTE: Miscellaneous items (those beginning with an asterisk) may be included as components in kit-items. You may use them to assign labour charges and overhead costs to a kit-item.

Quantity

Enter how many of this component-item are required to assemble one kit-item.

Fill-reqs

Before a work order is issued, you must run the *Commit inventory* selection to commit the quantities required for each of the components of the kit item being assembled by the work order. During commitment, there may be insufficient quantity available to assemble the quantity of kits specified on the work order.

This field specifies what is to occur in this situation for this component of the kit. In other words, you are specifying the "Fill requirements" for each component. Your choices are as follows:

F - Full amount

This means that you cannot assemble the kit unless you have the full quantity of this component item available.

O - Override

This means that you want the quantity required for this component item committed even if there is insufficient quantity available of the item. You would use this only if you know that sufficient quantity of the item will be received prior to actually assembling the kit. (If the quantity is not received prior to posting the component usage transaction for this item, the quantity on hand for this item will be less than zero in the Status file.)

S - Shortage OK

This means that you can assemble the kit even if the full quantity of this component is not available. The shortage is reported in *Commit inventory*, but does not stop the work order from being issued. This choice can be used for a component item which is included in a kit-item "while supplies last".

Use the **[Up]** and **[Down]** keys to move up or down to the next line. Press **[PgDn]** or **[PgUp]** to move between screens of component-items.

When the cursor is positioned at a component-item, you may also use these options:

Options: **[F2]** to insert a component-item between two existing component-items

[F3] to delete the current component-item

[F5] to move the current component-item to another line. Press **[F5]** at the current component-item. Then use the **[Up][Down]** keys to move to the component-item below the location where you want the component-item, and press **[Enter]** to move the line. (You can also press **[Esc]** at this point to cancel the move.)

[F6] to view the full description of this component-item. (Press **[F6]** again to resume entering component-items.)

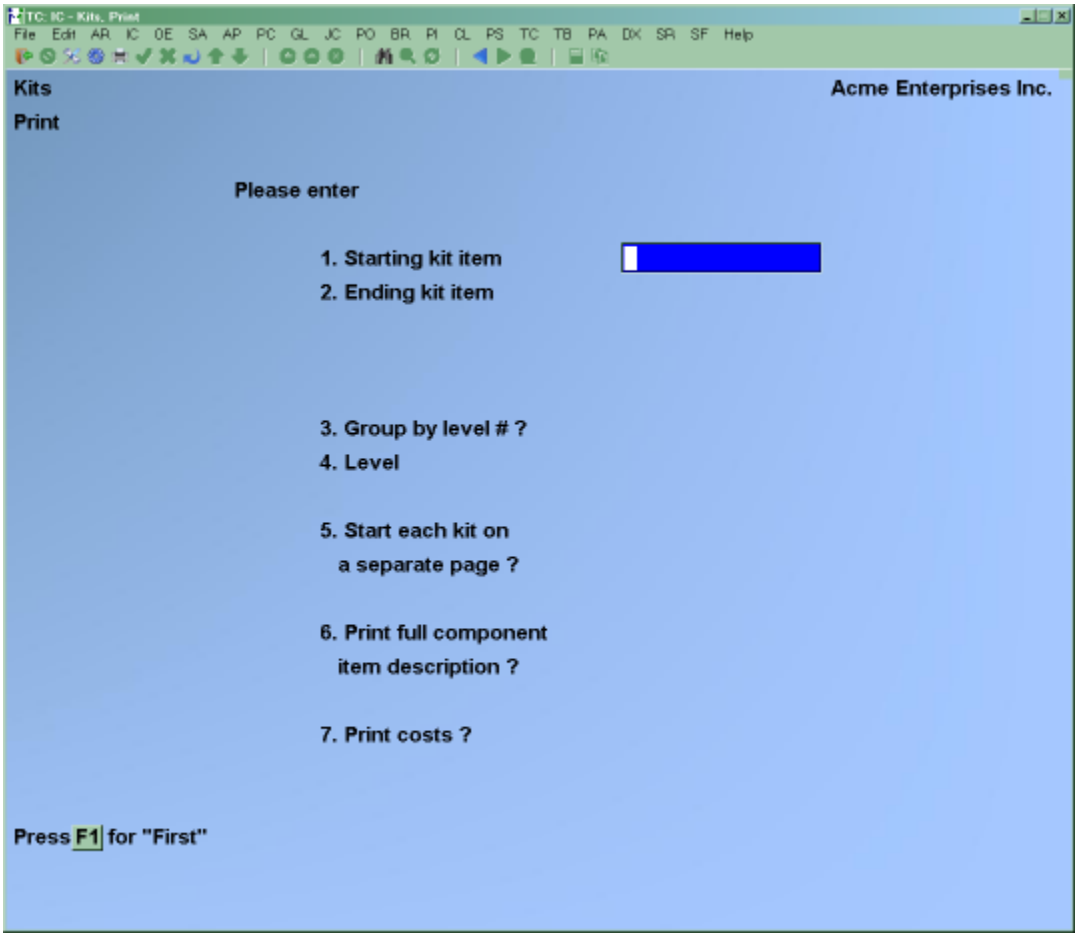
When finished entering component-items, press **[Esc]**. The first screen reappears.

NOTE: If a W/O has been entered (using *Work orders*) for a kit-item, but not yet issued, you may not change the items.

Printing a List of Kit-items

From the *Kits reports* menu, select *Print*.

You see:


TC: IC - Kits, Print
File Edit AR IC OE SA AP PC GL JC PO BR PI QL PS TC TB PA DX SR SF Help
Kits
Acme Enterprises Inc.
Print
Please enter
1. Starting kit item
2. Ending kit item
3. Group by level # ?
4. Level
5. Start each kit on
a separate page ?
6. Print full component
item description ?
7. Print costs ?
Press F1 for "First"

Enter the following information:

[?] 1. Starting kit-item #
[?] 2. Ending kit-item #

Enter the range of kit-items to include on this report. Follow the screen instructions.

3. Group by level #?

Answer Y to use the kits' level numbers to group the kits when printing the list.

If you answer N, field number 4 displays "Not applicable".

4. Level #

Enter a kit-item level number to print the report for only one level, or use the option:

Option: **[F1]** To include "All" kit-item levels (the report prints in order first by level number, then by kit-item number)

5. Start each kit on a separate page?

Answer Y to separate each kit printed with a page break.

6. Print full component item description?

Answer Y to print the full description of each component-item.

7. Print costs?

Answer Y if you want the total kit cost and the costs of each component item printed on the report.

A sample of the Kit List is shown at the end of this chapter.

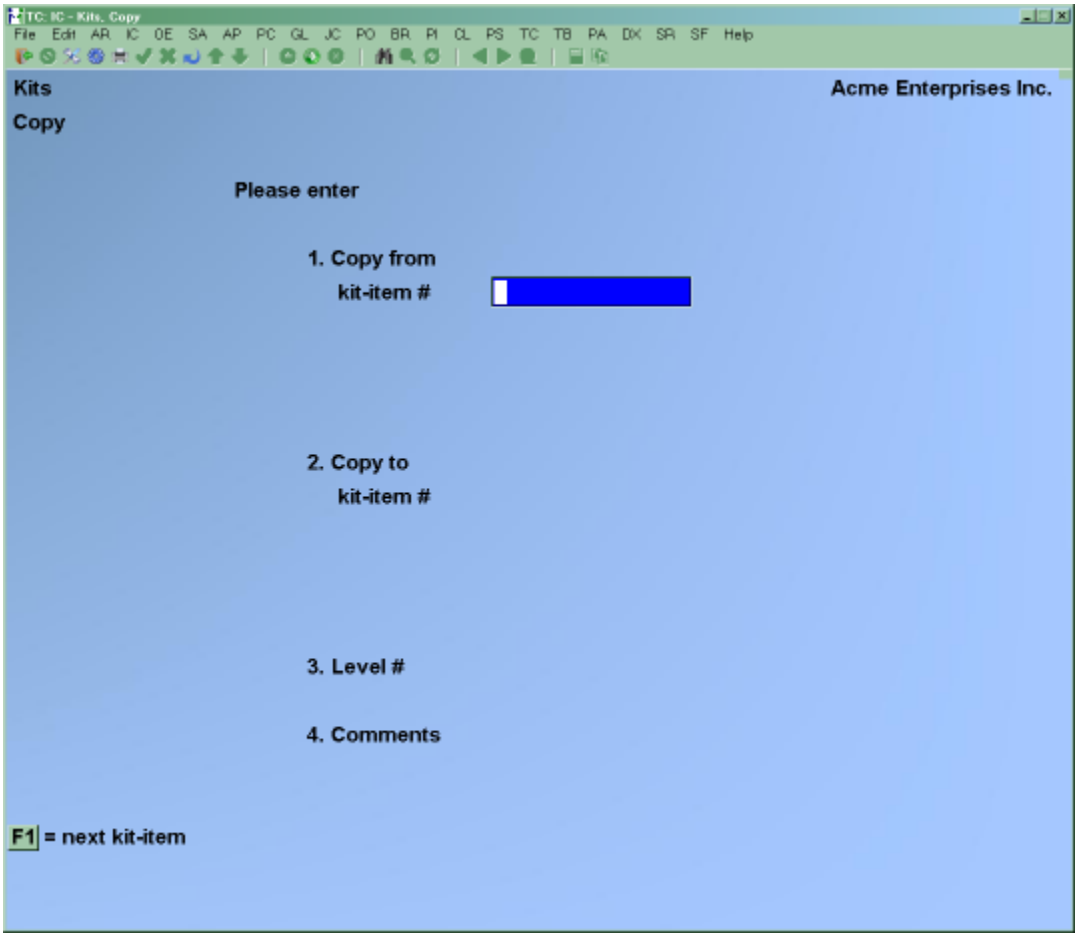
Copying Kit Definitions

Use *Copy* when you want to define a kit which is similar to an existing one. You may copy information from an existing kit-item to make a new kit-item, which you may then modify using *Kits (Enter)*.

The new kit-item must already exist in the Item file.

Select *Copy* from the *Kits* menu.

You see:


TC: IC - Kits, Copy
File Edit AR IC OE SA AP PC GL JC PO BR PI QL PS TC TB PA DX SR SF Help
Kits
Acme Enterprises Inc.
Copy
Please enter
1. Copy from
kit-item #
2. Copy to
kit-item #
3. Level #
4. Comments
F1 = next kit-item

Enter the following information:

[?] 1. Copy from kit-item #

Enter the number of the kit-item from which to copy, or use the option:

Option: **[F1]** to scan through the kit-items in the Kit file

[?] 2. Copy to kit-item #

Enter the number of the new kit item, or use the option:

Option: **[F1]** to scan through the items in the Item file

3. Level #

Enter the level to be assigned to this kit-item, just as in *Kits (Enter)*.

4. Comments

Enter any comments about this new kit-item.

The component-items are then copied to the new kit-item. You may modify the new kit-item information using *Kits (Enter)*.

Resequencing Kit-items

You may never need to use this selection. However, if you have a bad system crash, the component-items in a kit-item might become scrambled. In this case, an error message may appear when you try to modify a kit-item definition. The error message will refer to this *Resequence* selection.

To recover from such a situation, you would do the following:

(1) Run *Resequence* on the kit-item.

(2) Print a Kit List showing the kit-item and its component-items.

(3) Compare it to an earlier list to see whether any component-items are no longer in sequence or are missing.

(4) Make any needed adjustments to component-items through *Kits (Enter)*.

Select *Resequence* from the *Kits* menu.

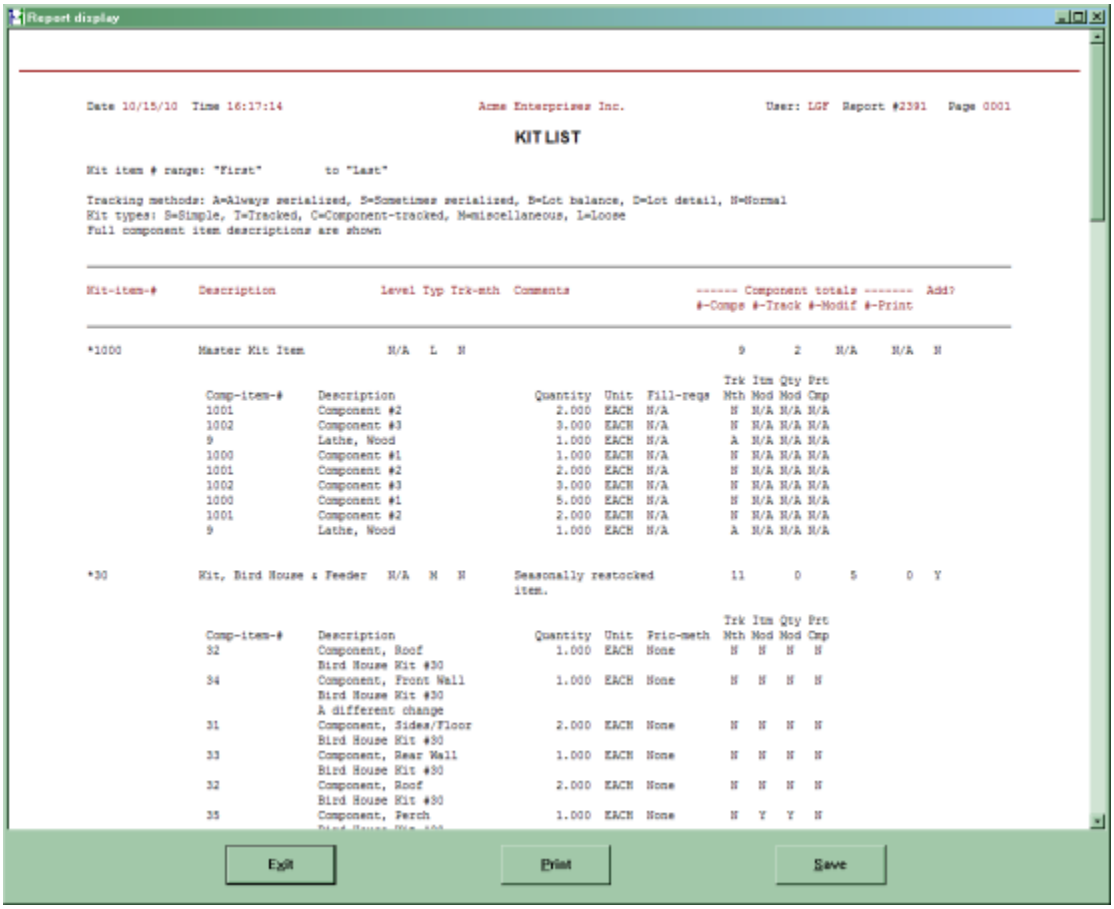
A screen appears for you to enter the number of the kit-item to resequence:

[?] Kit-item #

Enter the number of the kit-item to resequence, or use the option:

Option: [F1] to scan through the kit-items in the Kit file

The component-items in the kit-item are then resequenced.


Report display
Date 10/15/10 Time 16:17:14 Acme Enterprises Inc. User: LGF Report #2391 Page 0001
KIT LIST
Kit item # range: "First" to "Last"
Tracking methods: A=Always serialized, S=Sometimes serialized, B=Lot balance, D=Lot detail, N=Normal
Kit types: S=Simple, T=Tracked, C=Component-tracked, M=miscellaneous, L=Loose
Full component item descriptions are shown
Kit-item-# Description level Typ Trk-mth Comments ------- Component totals -------- Add?
#-Comps #-Track #-Modif #-Print
*1000 Master Kit Item N/A L N 9 2 N/A N/A N
Comp-item-# Description Quantity Unit Fill-regs Trk Mth Itm Mod Qty Mod Prt Cmp
1001 Component #2 2.000 EACH N/A N N/A N/A N/A
1002 Component #3 3.000 EACH N/A N N/A N/A N/A
9 Lathe, Wood 1.000 EACH N/A A N/A N/A N/A
1000 Component #1 1.000 EACH N/A N N/A N/A N/A
1001 Component #2 2.000 EACH N/A N N/A N/A N/A
1002 Component #3 3.000 EACH N/A N N/A N/A N/A
1000 Component #1 5.000 EACH N/A N N/A N/A N/A
1001 Component #2 2.000 EACH N/A N N/A N/A N/A
9 Lathe, Wood 1.000 EACH N/A A N/A N/A N/A
*30 Kit, Bird House & Feeder N/A N N Seasonally restocked item. 11 0 5 0 Y
Comp-item-# Description Quantity Unit Pric-meth Trk Mth Itm Mod Qty Mod Prt Cmp
32 Component, Roof Bird House Kit #30 1.000 EACH None N N N N
34 Component, Front Wall Bird House Kit #30 A different change 1.000 EACH None N N N N
31 Component, Sides/Floor Bird House Kit #30 2.000 EACH None N N N N
33 Component, Rear Wall Bird House Kit #30 1.000 EACH None N N N N
32 Component, Roof Bird House Kit #30 2.000 EACH None N N N N
35 Component, Perch 1.000 EACH None N Y Y N
Exit
Print
Save

Building business and technology relationships.

Chapter 25

Kit Inventory

An Assemble transaction is entered to build a kit. The kit definition is used to determine the component item numbers and quantities to be used per kit component. Changes are allowed to item numbers and quantities if the "modify-flags" are set to Y in the kit definition. Serial numbers and lot numbers are entered for parent and component items, when appropriate.

When an Assemble transaction is posted, the on-hand quantity of the parent item is increased by the quantity assembled, and the on-hand quantities of the component items are reduced by the appropriate amounts. If specified in the I/C Control file, updating of component item "used" or sales statistics is also performed during posting.

Modify an Assembled Kit

A Modify transaction is entered to change existing information on the components of an assembled kit for the following cases:

- to specify usage of a component item in a kit
- to enter, remove, or change the serial number or lot number of a component item
- to change the item number, quantity, or warehouse of a component item (when allowed)

Although the quantity of the parent item cannot be changed, component quantities can be increased or decreased, resulting in changes to the quantities used, and sales and cost statistics for the components depending on the component update method specified in the I/C *Control Information*.

For all kit types, a Modify transaction can only be entered if there are modifiable components within the kit, and if the quantity on hand in the specified warehouse for the parent kit-item is greater than zero. A component is modifiable if the “Itm Mod”

or “Qty Mod” flags in the Kit definition are set to Y.

For a Simple Kit, a Modify type transaction can be entered only if there are no serialized or lot-controlled components in the kit. If changes are required on components for a Simple Kit with serialized or lot-controlled components, they must be made within the *Inventory (Enter)* selection using adjustments. For this reason, it is not recommended that serialized or lot-controlled components be used in simple kits. Serialized and lot-controlled items cannot be tracked when assembled into a simple kit, which defeats the purpose of entering the serial numbers/lots for the components. If tracking of these components is required, they should be assembled into tracked or component-tracked kits.

For Tracked and Component-Tracked Kits, a Modify type transaction can be entered only if there are serialized or lot-controlled components in the kit to be modified.

For Tracked and Component-Tracked Kits with a lot-controlled parent item, serialized components cannot be modified.

Disassemble an Assembled Kit

A Disassemble transaction is entered to "un-build" a kit that is already assembled.

For a Simple Kit, a Disassemble type transaction can be entered only if there are no serialized or lot-controlled components in the kit. If changes are required on components for a Simple Kit with serialized or lot-controlled components, they must be made within the *Inventory (Enter)* selection using adjustments.

For Tracked Kits ("C-kits"), the serialized and lot-controlled components are disassembled in the exact way in which it was assembled, and modification of the serial numbers and/or lot numbers used is not allowed. The quantities of components not tracked are determined by the transaction quantity entered, and these quantities can be modified only if the modify flags in the kit definition are set to Y.

For Component-Tracked Kits (“C-Kit”), the kit is disassembled in the exact way it was assembled - both serialized/lot-controlled components and normal components.

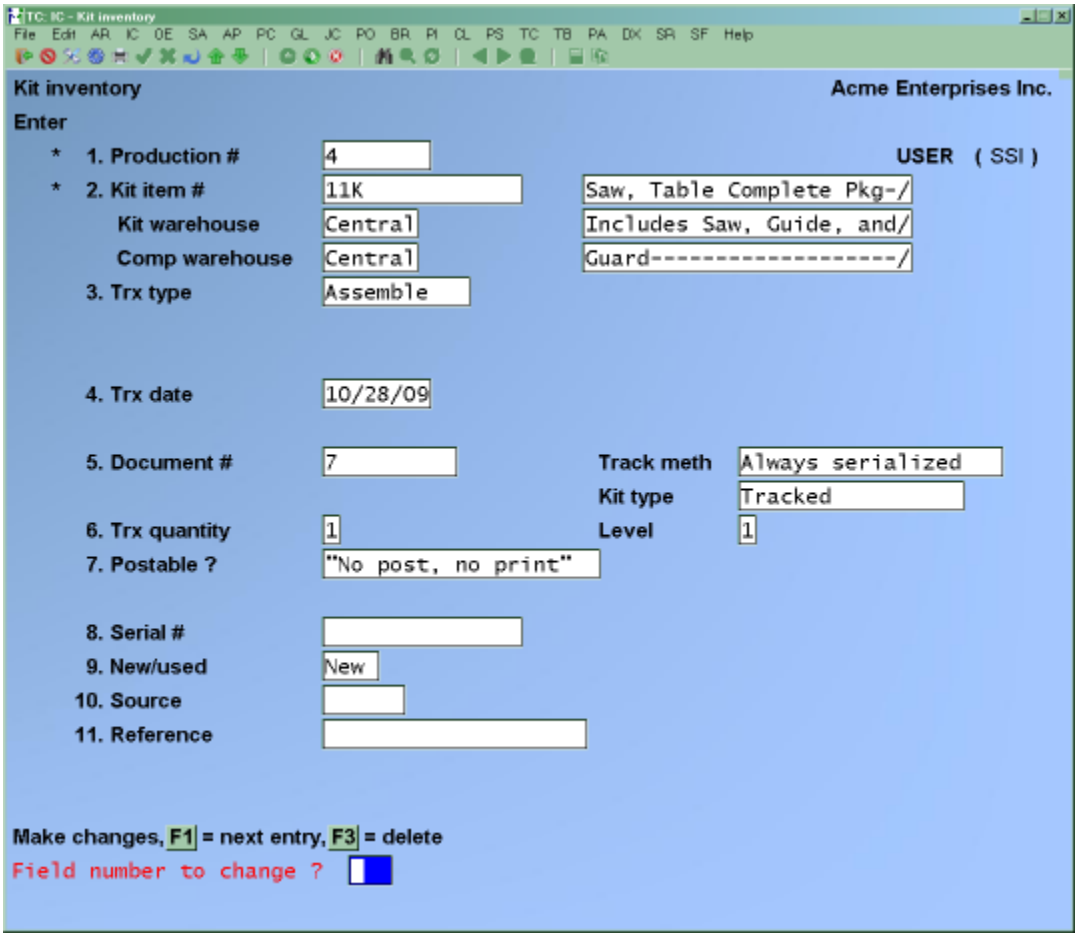
When a Disassemble transaction is posted, the on-hand quantity of the parent item is decreased by the quantity disassembled, and the on-hand quantities of the component items are increased by the appropriate amounts. If specified in the I/C *Control Information*, sales or "used" statistics for component items are reduced.

To Begin

Select *Kit inventory* from the I/C menu. Then select *Enter* from the *Kit inventory* menu.

Entering Kit Inventory Transactions

After the header information for an Assemble transaction has been entered, you see a screen similar to this:


TC: IC - Kit inventory
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB PA DX SR SF Help
Kit inventory
Acme Enterprises Inc.
Enter
* 1. Production # 4
USER (SSI)
* 2. Kit item # 11K
Saw, Table Complete Pkg-/
Kit warehouse Central
Includes Saw, Guide, and/
Comp warehouse Central
Guard----------/
3. Trx type Assemble
4. Trx date 10/28/09
5. Document # 7
Track meth Always serialized
Kit type Tracked
6. Trx quantity 1
Level 1
7. Postable ? "No post, no print"
8. Serial #
9. New/used New
10. Source
11. Reference
Make changes, F1 = next entry, F3 = delete
Field number to change ?

(If you are not using multi-warehousing, the "Kit warehouse" and "Comp warehouse" fields do not display.)

Enter the information as follows:

[?] 1. Production #

Enter an appropriate number or [**F1**] to see any current un-posted kit entries on file, or [**F2**] to use the system generated production number assigned by the system.

[?] * 2.Kit item #

At the Kit item number field, enter an existing kit item, or:

Options [***F2***] to call up the next kit item,
[*?*] to search for kit items that have been previously set up as kits in ***IC → KITS → ENTER*** or
[***?1***] to search for items from the item file.

If the item number entered or copied to this field is a kit, processing continues. If the item number has not previously been set up as a kit, a message (This item is not a kit. Do you wish to make a kit for it?) is displayed. Answer [*Y*] if you wish to create the kit now.

Internally, the system will create a kit item record, then wait for the rest of this kit inventory transaction to be completed to populate with the component items.

[?] Kit warehouse

Enter the warehouse where the assembled kit is to be inventoried, or use the option:

Option: **[Enter]** for the "Central" warehouse

[?] Comp warehouse

Enter the warehouse from which the component items for this kit are to be obtained, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] For "All" warehouses

If "All" warehouses is entered, a different warehouse may be specified for each component. If a single warehouse is entered, that warehouse is automatically used for every component.

3. Trx type

Enter the transaction type as follows:

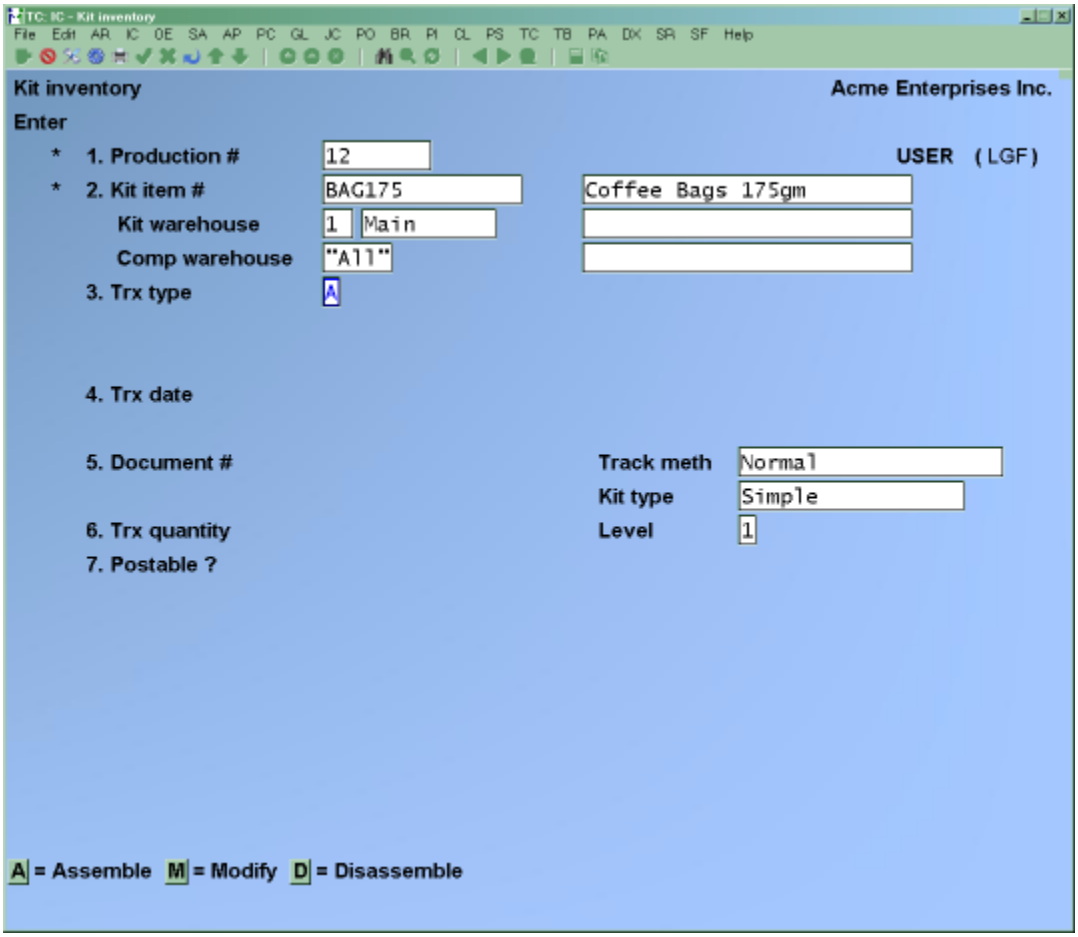
A assemble
M modify
D disassemble

After the first transaction is entered, this field defaults to the type entered for subsequent transactions.

Assemble transactions can be entered for any simple, tracked, or component-tracked kit.

The information is entered differently for each transaction type. The difference in entry is described for each type where applicable in the following field descriptions.

After the transaction type has been entered, you see a screen similar to this:


TC: IC - Kit inventory
File Edit AR IC OE SA AP PC GL JC PO BR PI QL PS TC TB PA DX SR SF Help
Kit inventory
Acme Enterprises Inc.
Enter
* 1. Production # 12
USER (LGF)
* 2. Kit item # BAG175 Coffee Bags 175gm
Kit warehouse 1 Main
Comp warehouse "All"
3. Trx type A
4. Trx date
5. Document #
Track meth Normal
Kit type Simple
6. Trx quantity
Level 1
7. Postable ?
A = Assemble M = Modify D = Disassemble

Continue to enter the information as follows:

4. Trx date

The current date is displayed for the first transaction. For subsequent transactions, the date entered on the previous transaction is displayed.

Enter the date for this transaction or use the option:

Option: **[Enter]** to use the date shown

5. Document #

For the first transaction, you must type in the document number you wish to use. For subsequent transactions, the document number entered for the previous transaction is displayed.

Enter any document number you wish, or use one of the options:

Options: **[Enter]** To use the previously entered document number

[F1] For the next transaction matching the item, type, and

transaction date entered

6. Trx quantity

For an existing transaction:

If the parent item is serialized, the transaction quantity may not be changed.

When you request to change this field, a message informs you that all component quantities will be recalculated and you are asked if you wish to proceed.

Answer Y to enter a new transaction quantity. The quantity of each component is then recalculated, retaining the proper proportion to the transaction quantity.

For a new transaction:

Enter the number of kits to be assembled, modified, or disassembled.

For a kit having a parent item which is “always-serialized”, or a component which is “always-serialized” or “lot-controlled”, a quantity of 1 automatically displays and a change to the quantity is not allowed.

For a Modify type transaction, the distribution amounts resulting from the modified components are distributed to the number of kit-items entered here. If a LIFO/FIFO Inventory is used, the quantity entered here is used to determine the LIFO/FIFO layers to be adjusted.

7. Postable?

Enter one of the following responses regarding how you want to deal with the posting and printing of this transaction:

Y This transaction should be treated like a normal transaction -- will appear on the edit list and will be posted.

N This transaction will be printed on the edit list but will not be posted.

D This transaction will not be posted and will not appear on the edit list.

This field works to provide simple functionality similar to the *Work Order* system by allowing you to enter a kit to be processed with an "N" for this flag, print an edit list for the kit item, and then change the postable status to "D". Once the kit is physically made, set this field to "Y" to then post the kit.

8. Serial #

(This field displays only if the parent kit-item is “always serialized”, or if the parent kit-item is “sometimes serialized” and the transaction quantity is one.)

If this is an Assemble type transaction, enter the serial number to be assigned to the parent item of the assembled kit. If a serial number is entered, it must not already exist in the Serial file.

If this is a Modify or Disassemble type transaction, enter the serial number of the kit-item to be modified.

For always serialized kit-items, a serial number must be entered prior to posting the transaction. The serial number entered must exist in the Serial file with a status of "unsold" and "available" (not committed, on loan, or already assembled).

For sometimes serialized kit-items, the serial number entry is optional. If a serial number is entered and does not exist in the Serial file, a warning message displays and the serial number is accepted, unless this is a disassemble type transaction, in which case the serial number entered must exist in the Serial file. When the transaction is posted, the serial number is added to the Serial file with the proper status.

After the kit inventory has been posted, serial numbers can be entered using *Serial Numbers (Enter)*.

New/used

(This field displays only if the parent kit-item is "always serialized", or if the transaction quantity is one and the parent kit-item is "sometimes serialized".)

Enter **N** or **U** to specify whether this item is new or used.

Lot #

(This field displays only if the parent kit-item is lot-controlled.)

Enter the lot number being assembled, or use the option:

Option: [Enter] to leave this field blank

For an Assemble type transaction, a lot number must be specified prior to posting the transaction. For a Tracked or Component-Tracked kit, the lot number specified must not already exist for the kit item in the Serial file.

For a Modify or Disassemble type transaction, a lot number must be entered, and must exist in the Serial file for this kit-item.

For Tracked or Component-Tracked kits, a Disassemble type transaction disassembles all kits in the lot specified. After the lot number is entered, the "Trx quantity" field is updated with the number of kits on-hand and not sold or committed.

For both serialized and lot-controlled kits, the next two fields are:

Source (for Lot Controlled kit-items)
Source (for Serialized kit-items)

Enter the source for this serial number or lot number, or use the option:

Option: **[Enter]** for the first transaction, to default to the vendor number for the item. For subsequent transactions for this item, to default to the "Source" entry from the previous transaction.

This field is used when printing the Flooring Report.

Reference (for Lot Controlled parent kit-items)
Reference (for Serialized parent kit-items)

Enter any remark you wish for this specific serial number or lot, or use one of the options:

Options: **[Enter]** to leave this field blank

[F1] After the first transaction for this item, to default to the "Reference" entry from the previous transaction.

For a new transaction, the component lines are then generated for the transaction, based on the kit definition.

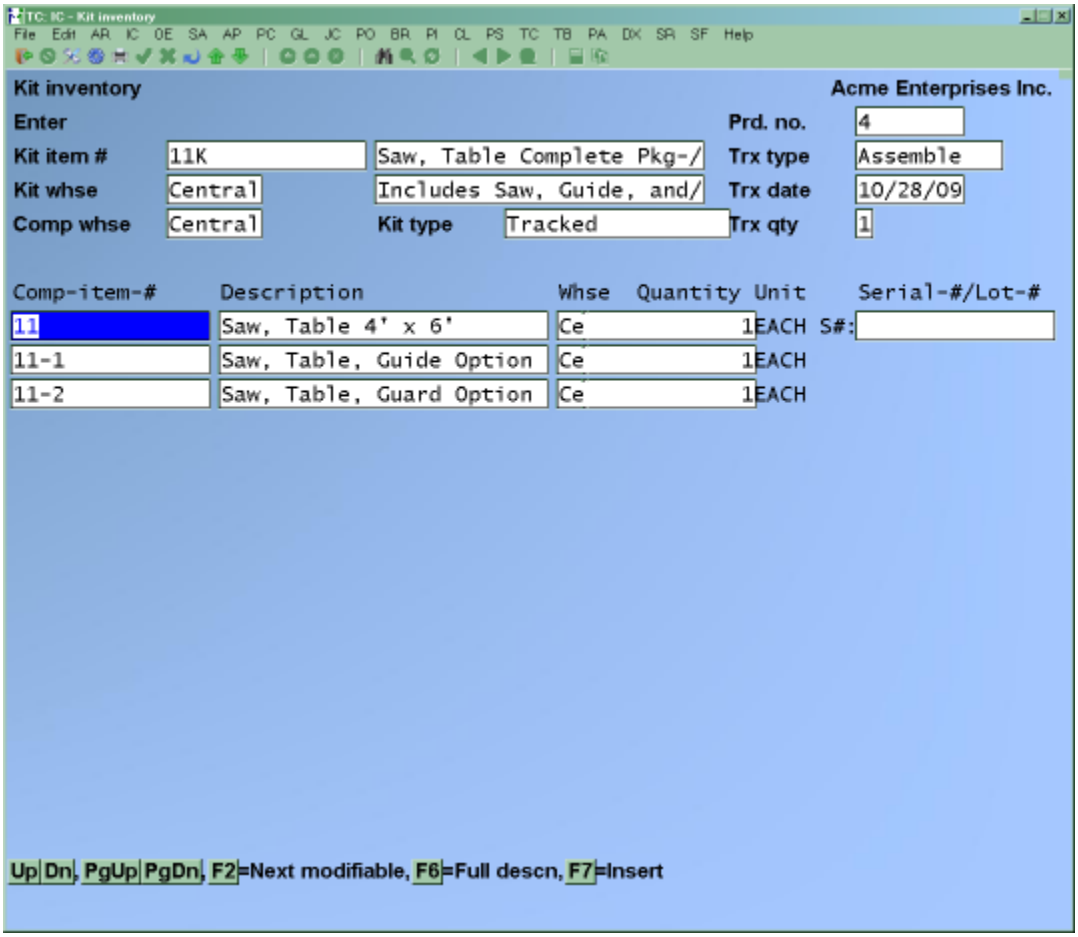
For an Assemble type transaction, the quantities of components are calculated based on the kit definition, and displayed.

For a Modify type transaction, only tracked and/or modifiable components are displayed, and the quantities displayed default to zero. See the notes at the end of this section for specific instructions on using the Modify type transaction for changing item numbers of components used, component warehouses, quantities, serial numbers and lot numbers.

For a Disassemble type transaction, the tracked components are displayed, but cannot be modified. Untracked components are calculated based on the kit definition, and displayed.

If you entered a single warehouse for "Comp warehouse" and a status record is not found for one or more of the components at that location, an error message displays to inform you of this problem and the transaction is cancelled.

When the component lines have been generated for a new transaction, you see a screen similar to this:


TC: IC - Kit inventory
File Edit AR IC OE SA AP PC GL JC PO BR PI QL PS TC TB PA DX SR SF Help
Kit inventory
Acme Enterprises Inc.
Enter
Prd. no. 4
Kit item # 11K Saw, Table Complete Pkg-/
Trx type Assemble
Kit whse Central Includes Saw, Guide, and/
Trx date 10/28/09
Comp whse Central
Kit type Tracked
Trx qty 1
Comp-item-# Description Whse Quantity Unit Serial-#/Lot-#
11 Saw, Table 4' x 6' Ce 1 EACH S#:
11-1 Saw, Table, Guide Option Ce 1 EACH
11-2 Saw, Table, Guard Option Ce 1 EACH
Up Dn, PgUp PgDn, F2=Next modifiable, F6=Full descn, F7=Insert

Make changes to the component information, as allowed by the "modify flags" for each component in the kit definition. Press **[Enter]** to move to each modifiable field for a component, and use **[Up][Down]** to move up or down to the next component. You may also press **[PgUp]**/**[PgDn]** to move between screens of component items.

For components allowing changes, enter the information as follows:

Comp-item-#

If item number can be modified for the component, enter a different item number or use one of the options:

Options: **[Enter]** to accept the displayed item number

[F1] To scan through the items in the Item file in item number order

BLANK To look up the item by description

[Down] To move to the next component

[F2] To move to the next modifiable component

[F6] To view the full description of this item

See the section titled *Modifying a Component Item Number* later in this chapter for instructions on changing a component item on a kit which has already been Assembled and posted.

[?] Whse

(This field appears only if you are using multi-warehousing.)

If you specified "All" for "Comp warehouse" on the first screen, enter the warehouse code for this component or use one of the options:

Options: **[Enter]** to default to the warehouse entered for "Kit warehouse"

BLANK For the "Central" warehouse

If a single warehouse was specified for "Comp warehouse", that warehouse displays for this field and changes are not allowed.

When assembling a kit, to change the warehouse of a component when a serial number or lot number has already been entered, clear the serial number or lot number. Then edit the component again to change the warehouse and re-enter the serial number or lot number.

See the section titled *Modifying a Component Warehouse* later in this chapter for instructions on changing the warehouse from which a component item was used after an Assembly transaction has been entered and posted.

For Disassemble type transactions, the warehouse cannot be changed for any tracked components of a Tracked or Component-Tracked kit.

Quantity

If the quantity can be modified for the component, enter the actual quantity consumed in the assembly process or use one of the options:

Options: **[Enter]** to accept the default quantity

0(zero) To indicate that the component is not used in this transaction

The quantity entered here should reflect the total quantity used (or wasted) for the kits being assembled in this transaction.

A quantity of 1 or zero are the only valid entries for serialized component items.

See the section titled *Modifying a Component Quantity* later in this chapter for instructions on changing the quantity of a component item used after an Assembly

transaction has been entered and posted.

For Disassemble type transactions, the quantity cannot be changed for any tracked components of a Tracked or Component-Tracked kit.

Serial-#/Lot-#

If a component is serialized or lot-controlled, enter the serial number or lot number used of the component. This field is skipped for component items with a "Normal" tracking method.

Always Serialized Component Items

For all types of transactions, a serial number must be entered prior to posting the transaction.

For Assemble and Modify type transactions, the serial number entered must exist in the Serial file as "unsold" and "available" (not committed, on loan, or already assembled).

Sometimes Serialized Component Items

If the quantity to use in the assembly is greater than one, this field is skipped, as entry of only one serial number per line item is permitted. To add/modify/delete multiple serial numbers, refer to the chapter titled *Serial Numbers*.

If a quantity of one component is required, a serial number may be entered but is not required.

For an Assemble or Modify type transaction, if a serial number is entered that already exists in the Serial file, it must be "unsold" and "available" (not committed, on loan, or already assembled). If the entered serial number does not exist in the Serial file, a warning message displays and the serial number is accepted, and added to the Serial file with the proper status when the transaction is posted.

Lot-Controlled Component Items

For all types of transactions, a lot number must be specified prior to posting the transaction. The lot number entered must exist in the Serial file.

See the section titled *Modifying Component Serial Numbers or Lot Numbers* later in this chapter for instructions on changing the serial number or lot number of component items used after an Assembly transaction has been entered and posted.

For Disassemble type transactions, the serial number/lot number cannot be changed.

When you have completed editing the component information, press **[Tab]** at "Comp-item-#".

If you press **[Tab]** prior to entering all serial or lot numbers, a message informs you that one or more serial/lot entries is incomplete and you are given three choices:

1 **Continue**: Resume component entry for this transaction.

2 **Exit**: End component entry for this transaction, and use the displayed values for all components.

3 **Abort transaction:** Cancel the entire transaction.

If you press **[Tab]** prior to specifying a valid warehouse for each component (when you specified "All" for "Comp warehouse"), a message informs you that one or more components is not stocked at the warehouse and you are given the same three choices as shown above. The transaction cannot be posted until a valid warehouse is specified for each component item.

When Assemble transactions are posted, the component item on-hand quantities are reduced by the quantities specified for each component, and the quantity used are increased. The on-hand quantity of the parent item is increased by the number of kits assembled ("Trx quantity").

When a Modify transaction is posted, the on-hand quantity of each component is updated for the appropriate warehouse by the amount of the "Quantity" field. The quantity used is also changed by the same amount. Any cost changes resulting from the component quantity change are apportioned across the number of kits specified in the "Trx qty" field for the kit-item. The on-hand quantity of the parent item is not affected by modify type transactions.

Modifying a Component Item Number

To indicate that a different item number was used during the actual assembly process from the item number entered for the Assemble transactions, the item number and quantity modify flags must be set to Y for the component in *Kits (Enter)*.

Two Modify transactions must be entered to make this change, and the first Modify transaction must be posted before the second Modify transaction can be entered. This is because the first transaction sets the parent item's serial number as committed until it is posted.

Enter and post the first Modify transaction to remove the incorrect item number from the kit. This is accomplished by entering an appropriate negative amount for "Quantity" for the item not used (see the section titled *Modifying Component Quantity* below).

Then enter and post the second Modify transaction to specify usage of the correct item number in the kit. For this transaction, enter the item number that was actually used for the component and enter the total quantity used of the new item at

"Quantity".

Modifying a Component Warehouse

To change the supplying warehouse for a component, the quantity modify flag must be set to Y for the component in *Kits (Enter)*.

Two Modify transactions must be entered to make this change.
Enter the first Modify transaction to negate the component quantity from the incorrect warehouse. Enter the second Modify transaction to specify the quantity again at the correct warehouse.

For simple kits (except “Sometimes Serialized” kits when a specific serial number is specified), the first Modify transaction does not have to be posted prior to entering the second Modify transaction. They can both be entered in the same session.

For tracked and component-tracked kits (and “sometimes serialized” simple kits when a specific serial number is entered), the first Modify transaction must be posted before the second Modify transaction can be entered. This is because the first transaction sets the parent item’s serial number as committed until it is posted.

Modifying a Component Quantity

To modify the quantity used of a component during assembly, the quantity modify flag must be set to Y for the component in *Kits (Enter)*.

Enter the amount of the difference in the "Quantity" field. If the difference is entered as a negative figure, the usage of the component will be reduced by that amount, apportioned across the number of kits specified for "Trx qty" for the parent item. A positive difference causes usage of the component to be increased across the kits.

To specify that a component was used during the actual assembly process when it was not originally specified during the Assemble transaction, enter the total amount used for "Quantity".

If a quantity is not entered for the newly specified item, a message displays to inform you that the change is ignored. When the Modify is posted, the changes made on this component line are disregarded (other modified component lines in the same transaction are posted as usual).

To specify that a component was not used during the actual assembly process, enter the total amount originally specified during the Assemble transaction for "Quantity" as a negative figure.

For components that are tracked ("C-kits" and serialized or lot-controlled items on "T-kits"), a message displays to inform you that the component will be removed from the kit, and you are asked "Are you sure?"

If you answer Y, "Return to stock" appears in the "Serial-#/Lot-#" column to indicate that the component's quantity will be added to the on-hand amount and that the component's serial number, if applicable, will be made available when the transaction is posted.

Modifying Component Serial Numbers or Lot Numbers

At the same Warehouse

To change a previously specified serial number or lot number for a component to a different serial number or lot number at the same warehouse, enter the correct serial/lot number in place of the existing serial/lot number.

At a different Warehouse

To change a previously specified serial number or lot number to a different serial number or lot number at a different warehouse, the quantity modify flag must be set to Y for the component in *Kits (Enter)*.

Two Modify transactions must be entered to make this change.
Enter the first Modify transaction to negate the component quantity from the incorrect warehouse. This will return the serial number to stock. Enter the second Modify transaction to specify the quantity again at the correct warehouse, and enter the new serial number.

The first Modify transaction must be posted before the second Modify transaction can be entered. This is because the first transaction sets the parent item's serial number as committed until it is posted.

To specify a serial number when one was not entered at assembly time, enter the serial number used. You must also enter a "Quantity" of 1 if the original Assemble transaction did not indicate usage of the serialized component line.

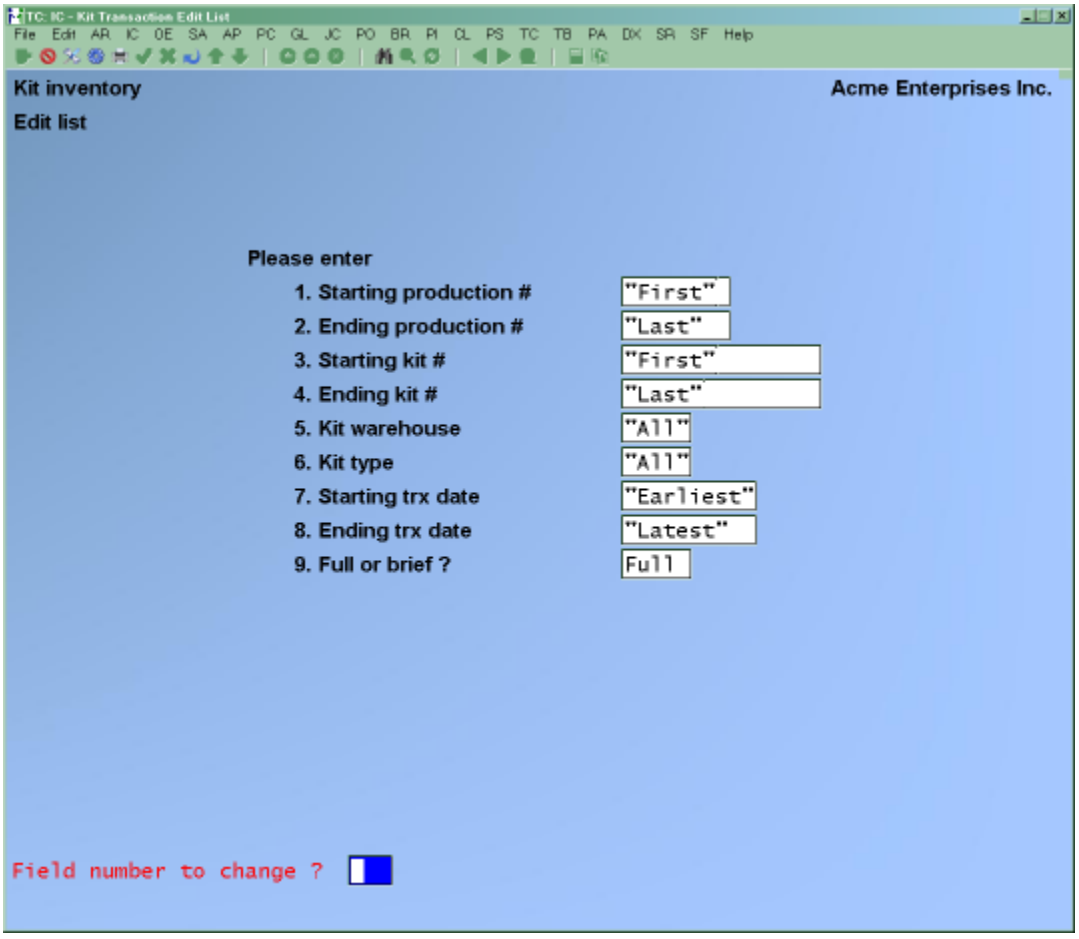
To remove a serial number or lot number that was entered at assembly time without specifying a different serial number or lot number, blank out the existing serial/lot number. Note that for "always serialized" and lot-controlled components, a serial/lot number must be entered before the component change in the Modify transaction can be posted.

To remove a serialized, or lot-controlled component from a kit that was originally assembled with the component, enter -1 for the "Quantity" to reduce the quantity used in the kit, and return the item to stock.

Printing a Kit Transaction Edit List

Select *Edit list* from the *Kit inventory* menu.

When entries are complete for the Kit Transaction Edit List, you see a screen similar to this:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, the "Kit warehouse" field does not appear and all field numbers are one less than the numbers shown.

Enter the information as follows:

[?] 1. Starting production #
[?] 2. Ending production #

Enter the range of production numbers for the kit transactions to be printed. Follow the screen instructions.

[?] 3. Starting kit #
[?] 4. Ending kit #

Enter the range of kit numbers for the kit transactions to be printed. Follow the screen instructions.

[?] 5. Kit warehouse

If you are using multi-warehousing, enter the warehouse code of the kit items to be included, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] For "All" warehouses

6. Kit type

Enter S to print only Simple kits, T for only Tracked kits, C for only Component-tracked kits, or use the option:

Option: **[F1]** for "All" kit types

7. Starting trx date
8. Ending trx date

Enter the range of transaction dates for the transactions to be included on the list. Follow the screen instructions.

9. Full or brief?

Enter **F** to print the edit list in full format, or enter **B** for brief format. The brief format includes limited cost information and only modifiable component lines, while the full format includes information on all component lines.

The Kit Transaction Edit List and Kit Activity Edit List are then printed. The Kit Activity Edit List consists of three sections: Component Activity, Miscellaneous Component Activity, and Kit Activity.

The edit lists should be checked for warning messages regarding transactions that will not be posted. If such a message appears for any transaction, use *Kit inventory (Enter)* to correct or complete entry of the transaction prior to posting.

A warning message may also appear on the edit list regarding an insufficient quantity available of a component for an Assemble transaction. Such a message indicates that there appears to be insufficient quantity available of a component item to actually assemble the quantity of kits specified in the transaction. This type of warning message is for informational purposes and does not prevent the Assemble from posting.

Kit and Component Costs

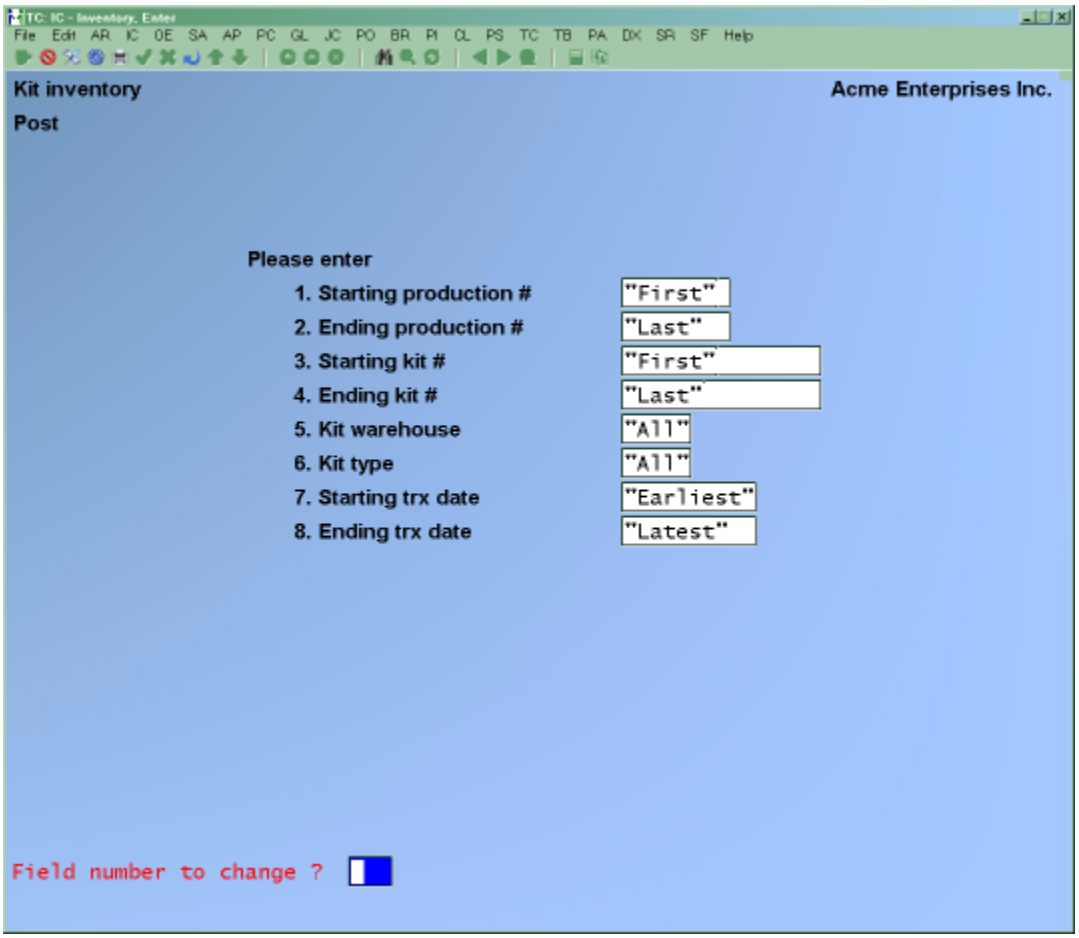
For each component item used in a transaction, the average cost, standard cost, or replacement cost per unit is shown (depending on the costing method being used). For a miscellaneous item, the replacement cost is shown. If you are using serial

costs, the actual cost of each specific serial number is shown for serialized items. For each parent item, the cost shown is the sum of the component item costs, based on the kit definition.
Cost deviations for Assemble transactions are reported on the Kit Transaction Edit List. The deviations show the difference between the costs of the components actually used to build a kit and the cost of the components as defined in the kit definition ("Kit-def-cost"). The deviation is expressed as a negative amount (and percentage) if the assembly cost is less than the kit definition cost.

Posting Kit Transactions

From the *Kit inventory* menu, select *Post*.

When posting entries are complete, you see a screen similar to this:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, the "Kit warehouse" field does not appear and all field numbers are one less than the numbers shown.

Enter the information as follows:

[?] 1. Starting item #
[?] 2. Ending item #

Enter the range of parent item numbers for the kit transactions to be posted. Follow the screen instructions.

[?] 3. Kit warehouse

If you are using multi-warehousing, enter the warehouse code of the kit items to be posted, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] For "All" warehouses

4. Kit type

Enter S to post only Simple kits, T for only Tracked kits, C for only Component-tracked kits, or use the option:

Option: **[F1]** for "All" kit types

5. Starting trx date
6. Ending trx date

Enter the range of transaction dates for the transactions to be posted. Follow the screen instructions.

You are then asked to specify where to print the Kit Transaction Register and Kit Activity Register. Follow the screen instructions. Samples of the Kit Transaction Register and the Kit Activity Register are included in the Sample Reports section of this manual.

The Item, Status, and I/C Distribution to G/L files are updated to reflect the new transactions. Sales or "used" statistics for each component are updated to the extent specified in the I/C Control file.

Under the LIFO/FIFO costing methods, the Layer file is also updated as follows:

- For Assemble transactions, to relieve layers for component items and to add layers for parent items.

- For Modify transactions, to add layers for decreased component usage and to relieve layers for increased component usage. Layer(s) are relieved for the parent item, per the transaction quantity, and one new layer is added for the transaction quantity with an updated LIFO/FIFO cost.

- For Disassemble transactions, to add layers for component items (using replacement costs) and to relieve layers for parent items (at layer cost).

If you entered kit transactions for "C-kits" or "T-kits" with serialized or lot-controlled components, the Tracked Kit Inventory file is updated with the component information. Serial number and lot number information is also updated in the Serial file for any component or parent items that are serialized or lot-controlled.

If you are using Purchasing and keeping inventory and/or merchandise history, the inventory history file is updated. A parent assembly is reported as a receiving. Component usage is reported as an adjustment, as is all other kit transaction activity (modify and disassemble).

If you attempt to post transactions that are incomplete or incorrect, a message describing the error appears on the registers. These erroneous transactions prevent all transactions from posting and all transactions remain in the transaction file.

Distributions to General Ledger

The activity for non-miscellaneous component items for all kit transactions is posted first, in item number order. Miscellaneous component item activity is then posted, also in item number order. The parent item activity is then posted, in item number order.

Transactions are posted with the same amounts as they appear on the Kit Activity Register. The G/L distributions generated by transaction posting are described below:

Assemble

Average, LIFO, or FIFO Costing

The total actual cost of an assembled kit is computed by summing the total actual cost of all component items. The actual cost of component items is based on the valuation method specified in the I/C Control file.

If using the Average valuation method, the replacement cost is used for miscellaneous component items.
If using the LIFO or FIFO valuation method, components are valued at their layer costs.

- Debit kit item's Inventory Account (Item file) for the total actual cost of the assembled kits
- Credit each non-miscellaneous component item's Inventory Account (Item file) for the actual cost
- Credit Miscellaneous Costs Applied Account (I/C Control file) for the total actual cost of miscellaneous component items,

or

- Credit each miscellaneous component item's Inventory Account (Item file) for the actual cost

If a kit assembly occurs when there is a negative amount on hand, also:

- Debit (or credit) Cost Correction Account (I/C Control file) *

* See the note below titled Cost Corrections for Kits

Standard Costing

The standard cost for an assembled kit is the standard cost for the parent item, as it exists in the Item file.

- Debit kit item's Inventory Account (Item file) for the total standard cost of the assembled kits
- Credit each non-miscellaneous component item's Inventory Account (Item file) for the standard cost
- Credit Miscellaneous Costs Applied Account (I/C Control file) for the total standard cost of miscellaneous component items,

  or

- Credit each miscellaneous component item's Inventory Account (Item file) for the standard cost

If a difference exists between the total standard cost of the assembled kits and the total standard cost of the component items, also:

- Debit (or credit) Purchase Variance Account (I/C Control file) for the amount of the difference

Modify

Average, LIFO, or FIFO Costing

- Debit kit item's Inventory Account (Item file) for the total increase in cost of the assembled kits
- Credit non-miscellaneous component item's Inventory Account (Item file) for the actual cost of each additional item specified in the transaction
- Credit Miscellaneous Costs Applied Account (I/C Control file) for the total actual cost of the additional miscellaneous component items specified in the transaction,

  or

- Credit miscellaneous component item's Inventory Account (Item file) for the actual

cost of each additional miscellaneous component item specified in the transaction

If using the LIFO or FIFO valuation method, layer costs are used for additional component items.

Standard Costing

- Debit Purchase Variance Account (I/C Control file) for the total standard cost of the additional component items specified in the transaction
- Credit non-miscellaneous item's Inventory Account (Item file) for the standard cost of each additional component item specified in the transaction
- Credit Miscellaneous Costs Applied Account (I/C Control file) for the total standard cost of the additional miscellaneous component items specified in the transaction,

  or

- Credit miscellaneous component item's Inventory Account (Item file) for the standard cost of each additional miscellaneous component item specified in the transaction

For a Modify transaction, a decrease in the cost of an assembled kit would cause the reverse of the distributions stated above. Note that if the LIFO or FIFO valuation method is used, replacement cost is used for components when the cost of an assembled kit is decreased.

Disassemble

Distribution entries for a Disassemble transaction are similar to those for an Assemble transaction, except debits and credits are reversed.

Average, LIFO, or FIFO Costing

- Debit each non-miscellaneous component item's Inventory Account (Item file) for the actual cost
- Debit Miscellaneous Costs Applied Account (I/C Control file) for the total actual cost of miscellaneous component items,

  or

- Debit each miscellaneous item's Inventory Account (Item file) for the actual cost
- Credit kit item's Inventory Account (Item file) for the total actual cost of the disassembled kits

If using the LIFO or FIFO valuation method, replacement cost is used for all components, and the actual (layer) cost is used for the kit.

If a difference exists between the layer cost of the parent item and the total replacement costs of the component items, also:

- Debit Cost Correction Account (I/C Control file) for the amount of the difference

Standard Costing

The standard cost for a disassembled kit is the standard cost for the parent item, as it exists in the Item file.

- Debit each non-miscellaneous item's Inventory Account (Item file) for the standard cost
- Debit Miscellaneous Costs Applied Account (I/C Control file) for the total standard cost of miscellaneous component items,

  or

- Debit each miscellaneous item's Inventory Account (Item file) for the standard cost
- Credit kit item's Inventory Account (Item file) for the total standard cost of the disassembled kits

If a difference exists between the total standard cost of the disassembled kits and the total standard cost of the component items, also:

- Debit Purchase Variance Account (I/C Control file) for the amount of the difference

Cost Corrections for Kits

When there is a negative quantity on hand and a kit assembly is posted, if the cost is greater than average cost (Average) or replacement cost (LIFO/FIFO), then the cost correction account is debited for the difference between the two costs. If the cost is less than average or replacement cost, the cost correction account is credited.

For standard cost, the Purchase Variance account is debited or credited for differences between the transaction and standard cost.

Cost correction can also occur in a kit assembly or disassembly when the sum of the exact cost of each component is different from the sum of the rounded costs for each component (i.e., when each component's cost is rounded to two decimal places). In this case, inventory value has either been lost or gained as a result of assembling or disassembling the item.

Hardware Failure During Posting

In the event of a computer failure during posting (as the result of a power outage or other hardware problem), you should restore your files from your backup copies and rerun the posting procedure.

However, if you have not backed up prior to posting, the posting procedures include features that prevent previously posted transactions from being posted again. When the computer becomes functional again, print an edit list to determine which transactions have been posted. The Kit Activity Edit List will identify which transactions have already been posted with the message "***TRANSACTION WILL NOT BE POSTED DUE TO DUPLICATION***". The next transaction on the edit list for the same item number (or the next item number) that is not accompanied by this message is probably partially posted.

If posting is rerun without having the files restored from backup copies, you should watch for this partially posted transaction. If any error is found in posting this transaction, you will have to correct it using manual entries.

Building business and technology relationships.

Chapter 26

Work Orders

A work order is a request to assemble a specified quantity of a kit from its component items. ("Work order" is abbreviated as W/O on various screens and reports in Inventory.)

This chapter describes how to do the following:

·Enter and print an edit list of work orders
·Print work orders
·Commit the inventory needed to process the work orders
·Issue work orders
·Print additional copies of work orders which have been issued

Overview of Work Orders

A work order can be "immediate", in which case the kit is immediately available for sale after the work order is issued. Alternatively, a work order may be printed, issued, and the component items removed from inventory, but the kit is not available for sale until the work order is completed.

The following outline describes how to use work orders to assemble kits. Details for each of the selections used can be found in the appropriate section of this manual.

1. Enter a work order to assemble a specified quantity of the kit, using *Work orders (Enter)*. You will be requested for a work in process account which is used to hold the cost of the kit while it is being assembled.

2. Commit the required quantity for each component item needed to assemble the kits, using *Work orders (Commit inventory)*.

NOTE: If the work order contains a kit-item as a component, then the kit-item must have been previously assembled using a separate work order. The component kit-item will not be assembled as a result of this work order.

3. Print the work order using *Work orders (Print work orders)*, unless you specified that no printed work order is required in step 1 above.

NOTE: Work orders are never printed for "immediate" work orders since the assembled kit will be available immediately for sale.

4. Issue the work order using *Work orders (Issue work orders)*. Issuing the work order will result in "Component usage" transactions being generated and placed in the Inventory Transaction file for each component on the work order. These transactions may be viewed using *Inventory* or printed along with other inventory transactions on the Inventory Edit List. (Component usage transactions remove items from inventory for the purpose of constructing kits.)

If the work order is an "immediate" work order, then a "kit assembly" transaction is generated in addition to the component usage transactions. The kit assembly transaction may be viewed using *Inventory* or printed along with other inventory transactions on the Inventory Edit List. (A kit assembly transaction places the quantity assembled of the kit into inventory.)

The component usage transactions (and kit assembly transaction, if applicable) will be posted along with other inventory transactions when you post all inventory transactions using *Inventory*. Each component's inventory account will be credited for the cost of the quantity to be used on the work order. The work in process account which was specified in step 1 is debited for the same amount. Thus, the work in process account contains the cost of the kit while it is being assembled.

5. The Incomplete Work Orders report can be used to determine work orders which are overdue for completion, or which are coming due in the next few days, week, etc.

6. When the work order is completed, record this fact using *Completed work orders (Enter)*.

This step is not applicable to "immediate" work orders, since they are "completed" at the time they are originally issued.

7. Close the work order using *Completed work orders (Close work orders)*. Closing a work order will result in a "kit assembly" transaction being generated and placed in the Inventory Transaction file. The kit assembly transaction may be viewed using *Inventory* or printed along with other inventory transactions on the Inventory Edit List. (A kit assembly transaction places the quantity assembled of the kit into inventory.)

The kit assembly transaction will be posted along with other inventory transactions when you post all inventory transactions using *Inventory*. The work in process

account will be credited for the cost of the kits assembled and the kit-item's inventory account will be debited for the same amount. Thus, the cost of the kit is transferred from work in process to the correct inventory account.

This step is not applicable to "immediate" work orders, since they are "completed" at the time they are originally issued.

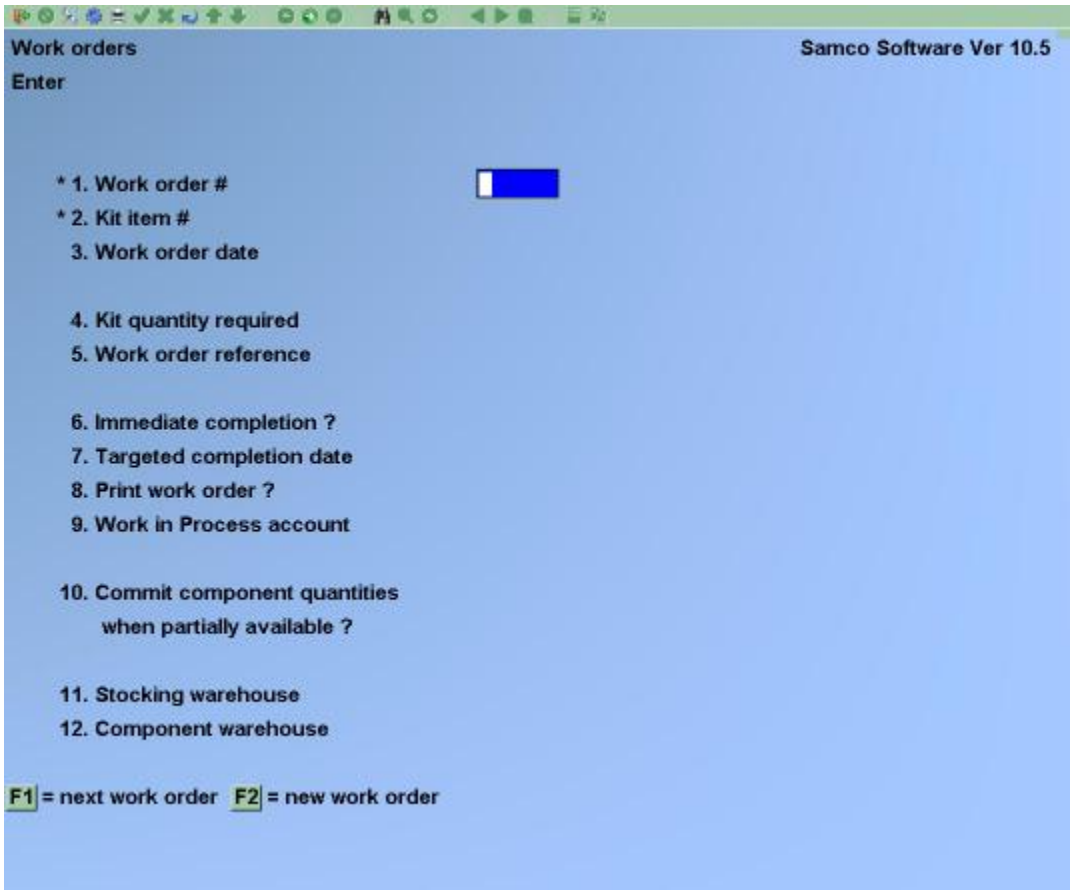
8. As needed, a completed work order may be viewed using *View (Work order history)* or printed using the Work Order History Report. This report shows the costs used for each component and the cost of the assembled kit.

To Begin

From the I/C menu, select *Work orders*. Then from the *Work orders* menu, select *Enter*.

Entering Work Orders

The following screen appears:


Work orders
Samco Software Ver 10.5
Enter
* 1. Work order #
* 2. Kit item #
3. Work order date
4. Kit quantity required
5. Work order reference
6. Immediate completion ?
7. Targeted completion date
8. Print work order ?
9. Work in Process account
10. Commit component quantities
when partially available ?
11. Stocking warehouse
12. Component warehouse
F1 = next work order F2 = new work order

Enter the following information:

*** 1. Work order #**

Enter an existing work order number or use one of the options:

Options: [F1] for the next work order on file

[F2] To assign the next available work order number from the I/C Control file

[[?]] * 2. Kit item #

For a new work order, enter an existing kit-item number or use the option:

Option: [F1] to scan through the kit-items in the Kit file

3. Work order date

Enter the date to be assigned to this work order or use the option:

Option: [F1] for the first W/O entered, to use the system date. For subsequent W/O's, to use the last date entered.

4. Kit quantity required

Enter the number of kits to be assembled for this work order.

5. Work order reference

Enter a reference for this work order. This field is optional and is provided so that you may enter a customer's number, purchase order number, etc.

Later, you will be able to locate an incomplete work order using this reference. Using *View (Work order history)*, you will also be able to locate a completed work order using this reference.

6. Immediate completion?

An "immediate completion" work order is used when you want the kit-item to be immediately placed in inventory.

For example, it may take little or no time to construct the kit-item. In this case, you would not want to go through the added steps of printing the work order, marking it as completed, and then closing the work order. Instead, you would want component usage transactions and the kit assembly transaction to be generated when the work order is issued so that the kit-item is immediately placed into inventory.

Answer **Y** if you wish to have both the component usage and kit assembly transactions generated when the work order is issued. In this case, the next three fields on this screen display "Not applicable" since the work order will be completed immediately.

Answer **N** if the work order will take some time to complete. In this case, only component usage transactions will be generated when you issue the work order, and kit assembly transactions will be generated when the work order is closed.

7. Targeted completion date

(This field does not apply to "immediate completion" W/O's.)

Enter the target date on which this W/O is to be completed. This date will appear on screens and reports used to track incomplete work orders.

8. Print work order?

(This field does not apply to "immediate completion" work orders.)

If you answer **Y** here, you must print this work order (using *Print work orders*) prior to issuing it. Otherwise, the work order cannot be printed prior to issuing it. (You may still print a work order after it has been issued using *Print issued work orders*.)

If you require a printed work order, answer **Y**. This helps document the work that is to be done. (A comments section is provided to allow you to enter specific instructions for the work order.)

If the nature of your business is such that a printed copy is not required, answer **N** to skip printing the work order.

9. Work in process account

(This field does not apply to "immediate completion" W/O's.)

When the component usage transactions for the work order are posted, the work-in-process account entered here is debited for the cost of each component item. These costs are retained in the work in process inventory until the corresponding kit assembly transaction is posted after closing the work order.

Enter an existing work-in-process account or use the option:

Option: [F1] for the default work-in-process account from the I/C Control file

10. Commit component quantities when partially available?

Prior to printing or issuing this work order, you must commit the inventory quantities for the component items using *Commit inventory*. When *Commit inventory* is run, there may be insufficient quantities available for one or more component items. This option is used to control whether work orders with "Full Quantity" required are to commit partial quantities of inventory when there is insufficient stock to build all the kits required.

Regardless of your response here, if there are sufficient quantities of component items available, then the component quantities are committed, and the *Work Order Status Report* displays a status of "OK to issue".

[?] 11. Stocking warehouse

(This field displays only if you use Multi-Warehousing)

Enter the warehouse at which the quantity of the assembled kit-item is to be stocked or use one of the options:

Option: [Enter] for the "Central" warehouse

[F1] To scan through the warehouses at which this kit-item is stocked

[?] 12. Component warehouse

Enter the warehouse from which the component-items for this kit-item are to be obtained, or use one of the options:

Option: [Enter] for the "Central" warehouse

[F1] To scan through the warehouses on file

All component-items must be stocked at the specified warehouse.

To enter or view existing comments about this work order, press **[F6]**.

Work order comments

You can enter up to 10 lines of 75 characters of comment.

This selection uses the text editing function similar to that when entering item notes (see *Items*) except that only one comment can be entered per work order. You enter text in much the same way as word processing programs, using **[Enter]**, **[Up]**, **[Down]**, and **[Delete]**. When you are finished entering a comment, press **[Tab]**, and follow the screen instructions.

When you press **[Tab]** from the comments window, you have these file options:

File Save what was just entered/changed and exit the comment function.

Save & continue Save what has been entered or changed, but leave the information on the screen for further work.

Abandon changes Do not save what has been entered or changed and clear the

screen for entry of a new comment. (Like pressing **[Esc]** at "Field number to change?" in other selections.)

Delete Delete this entire comment from the file.

Printing a Work Order Edit List

The *Work Order Edit List* provides a listing of work-orders and their current status. Component information is not displayed. This listing provides an over-view of the status of work-orders which have been entered, but are not yet issued.

From the *Work orders* menu, select *Edit list*.

On the screen that appears, enter the following information:

1. Starting work order #
2. Ending work order #

Enter the range of work orders to appear on the edit list. Follow the screen instructions.

3. Cut-off targeted completion date

Enter the last targeted completion date for which to include work orders on the edit list. Work orders with a targeted completion date later than this date will not appear. You may also use the option:

Option: [F1] for "Latest" (no cut-off date)

4. Work order status

The status of a work order changes as it proceeds through the various steps of processing as outlined above in the *Overview*. The following is a summary of these statuses:

N - Not committed

This status is assigned when the work order is initially entered.

It is also assigned when running *Commit inventory* if there was a shortage for "Full amount" items and inventory was not to be committed unless full quantities were available.

S - Inventory Short

This status is assigned by *Commit inventory* if there was a shortage for "Full amount" items and you answered **Y** to "Commit inventory quantities when partially available?"

on the work order entry screen.

When sufficient quantities are received for "Full amount" items, *Commit inventory* can be run again for this work order. In this case, the status will be changed to either "OK to print" or "OK to issue", as appropriate. (See the discussion of these statuses below.)

P - OK to Print

This status is assigned by *Commit inventory* if there is sufficient quantity available for all "Full amount" items and the work order is to be printed before being issued.

O - OK to Issue

This status is assigned by *Print work orders* after printing a work order whose status is "OK to print".

This status is also assigned by *Commit inventory* if there is sufficient quantity available for all "Full amount" items and the work order does not need to be printed.

Enter one of the statuses listed above or use the option:

Option: [F1] to include "All" work orders regardless of status

A sample edit list is included at the end of this chapter.

Committing Inventory

Prior to printing a work order, you must commit the inventory quantities for the component items using *Commit inventory*.

When *Commit inventory* is run, there may be insufficient quantities available for one or more component items that you designated "Full amount" in the “Fill Reqs” field in *Kits (Enter)*.

When Component “Fill Reqs” set to Full Amount

If you answered **N** to “Commit component quantities when partially available?” and there is insufficient quantities of component items available, then none of the component items are committed and the *Work Order Status Report* displays a status of “Not Committed” for the work order.

If you answered **Y** to “Commit component quantities when partially available?” and there are insufficient quantities of component items available, then the warehouse quantity available is committed to a maximum of the total quantity required to build the kit. The quantity available is the current warehouse quantity on hand minus the current warehouse quantity committed. The *Work Order Status Report* displays a

status of “Inventory Short” for the work order. Once sufficient quantity of the inventory is available, running *Commit Inventory* again will commit the remaining quantities required to issue the work order.

When “Fill Reqs” set to Shortage OK

If there are insufficient quantities of a component item available, then the warehouse quantity available is committed to a maximum of the total quantity required to build the kit. The quantity available is the current warehouse quantity on hand minus the current warehouse quantity committed. The *Work Order Status Report* displays a status of “OK to issue” or “OK to print” (if you responded **N** to “Print work order?”). Therefore, if shortages are OK, a work-order can be issued even though there is no inventory available. In this case the work order is issued, but the kit component with insufficient quantity is not included in the kit assembly.

When “Fill Reqs” set to Override

If there are insufficient quantities of a component item available, then the full quantity required to build the kits is committed regardless of the current quantities on hand or committed. The *Work Order Status Report* displays a status of “OK to issue” or “OK to print” (if you responded **N** to “Print work order?”). In this case, a kit assembly can take the inventory into a negative position. When this happens, a later receiving may produce a cost correction if the cost on the received inventory is different from the cost used when the inventory on hand went negative.

Use this report to determine what receivings must be done in order to have sufficient quantities available to issue the work order.

The Work Order Status Report is printed as part of running *Commit inventory*. It shows the status (as described earlier) of each work order processed. For work orders with insufficient quantities available for "Full amount" components, or with insufficient quantities for "Shortage OK" components, actual shortages are shown on the report. (Shortages of "Shortage OK" components do not prevent a work order from being printed and issued. They are listed on the Work Order Status Report for your information.)

From the *Work orders* menu, select *Commit inventory*.

On the screen that appears, enter the following information:

1. Starting work order #
2. Ending work order #

Enter the range of work order numbers for which to commit inventory. Follow the screen instructions.

3. Cut-off targeted completion date

Enter the last targeted completion date for which to commit inventory for work orders. Those with a targeted completion date which is later than this date will not be processed by *Commit inventory*. You may also use the option:

Option: [F1] for "Latest" (no cut-off date)

A sample of the Work Order Status Report is included at the end of this chapter.

Printing Work Orders

If you answered **Y** to "Print work order?" in *Work orders (Enter)*, then the work order must be printed using this selection before it can be issued.

Any work orders where you answered **Y** to "Immediate completion?" in *Work orders (Enter)* cannot be printed using this selection. They can however be printed after being issued using the *Print issued work orders* selection.

Select *Print work orders* from the *Work orders* menu.

On the screen that appears, enter the following information:

1. Starting work order #
2. Ending work order #

Enter the range of work orders to print. Follow the screen instructions.

3. Cut-off targeted completion date

Enter the last targeted completion date for which to print work orders. Work orders with a targeted completion date later than this date will not be printed. You may also use the option:

Option: [F1] for "Latest" (no cut-off date)

4. Reprint work orders already printed?

Answer **Y** to reprint work orders which have already been printed.

5. Print in order by

(This field displays only if you use Multi-Warehousing.)

Enter the letter for the order to print the work orders:

C - by component warehouse
S - by stocking warehouse

W - by work order number

[?] 6. Stocking warehouse

(This field displays only if you answered **S** to "Print in order by" to print by stocking warehouse.)

Enter a warehouse. Work orders will be printed if their kit-items are to be stocked at this warehouse. You may also use one of the options:

Option: **[Enter]** for the "Central" warehouse

[F1] to print work orders for "all" stocking warehouses (work orders will be printed in order by the warehouse in which the kit items are stocked)

[?] 6. Component warehouse

(This field displays only if you answered **C** to "Print in order by" to print by component warehouse.)

Enter a warehouse. Work orders will be printed if component-items for the work orders are to be obtained from this warehouse. You may also use the option:

Options: **[Enter]** for the "Central" warehouse

[F1] to print work orders for "All" component warehouses (work orders will be printed in order by the warehouse in which the component items are stocked)

A sample Work Order is at the end of this chapter.

Issuing Work Orders

A work order may be issued only if it has a status of "OK to issue". This status is assigned when the following has occurred:

1. All "Full amount" component items have been committed for the work order, using *Commit inventory*.

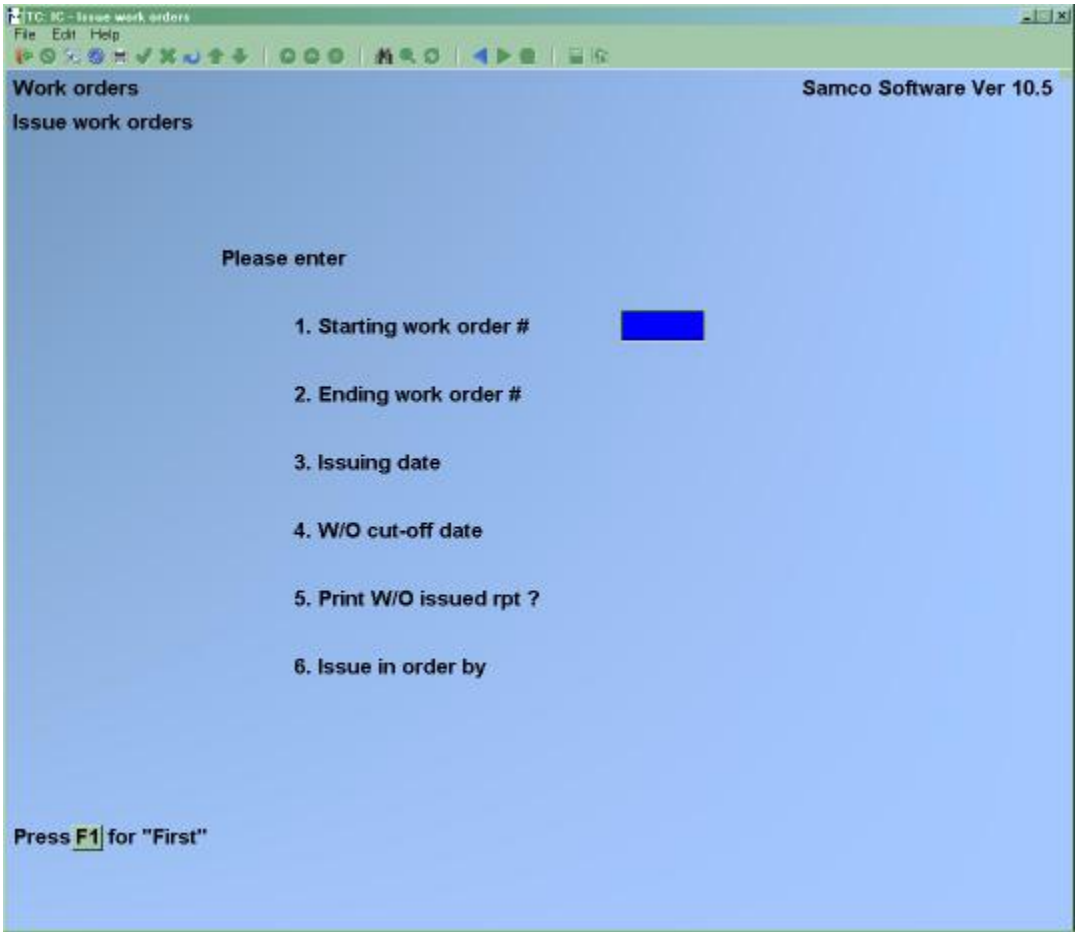
2. The work order has been printed. (This step is not required if you answered **N** to "Print work order?" when the work order was entered.)

When a work order is issued, component usage transactions are generated in the Inventory Transaction file for each component-item of the work order. Additionally, the "Qty on W/O" for each kit-item is increased.

If you answered **Y** to “Immediate completion?” for the work order in *Enter* selection, a kit assembly transaction is generated in addition to the component usage transactions. In this case, the "Qty on W/O" is not increased for the kit-item since the work order is considered to be completed immediately, however the “Qty committed” is decreased to account for the unposted kit assembly transaction added. When posted, the kit assembly transaction will increase the quantity on hand for the kit’s warehouse, and increase the quantity committed.

From the *Work orders* menu, select *Issue work orders*.

You then see:



Enter the following information:

1. Starting work order #
2. Ending work order #

Enter the range of work orders to issue. Follow the screen instructions.

3. Issuing date

Enter the issue date to be assigned to these work orders. This date is used as the

date for the component usage and kit assembly transactions which are placed in the Inventory Transaction file. You may also use the option:

Option: [Enter] to use the system date

4. W/O cut-off date

Enter a cut-off date for the work orders to be issued. Work orders with a "Work order date" which is later than this date will not be issued. You may also use the option:

Option: [Enter] to use the date entered for "Issuing date"

5. Print W/O issued rpt?

Answer **Y** to print a Work Order Issued Report.

If you chose to print a Work Order Register, then select to print the register in either **F** (full) or **B** (brief) format.

6. Issue in order by

(This field displays only if you use Multi-Warehousing.)

Enter the letter to control the order work orders are issued in:

C - by component warehouse
S - by stocking warehouse
W - by work order number

[?] 7. Stocking warehouse

(This field displays only if you answered **S** to “Issue in order by” to issue by stocking warehouse.)

Enter the stocking warehouse for which to issue work orders or use one of the options:

Option: [Enter] for the "Central" warehouse

[F1] for "All" warehouses (work orders will be issued in order by the warehouse in which the kit items are stocked)

[?] 7. Component warehouse

(This field displays only if you answered **C** to “Issue in order by” to issue by component warehouse.)

Enter the component warehouse for which to issue work orders or use one of the

options:

Option: **[Enter]** for the "Central" warehouse

[F1] for "All" component warehouses (work orders will be issued in order by the warehouse in which the component-items are stocked)

The specified work orders are issued, and the Work Orders Issued Report is then printed. A sample of this report is included at the end of this chapter.

Printing Issued Work Orders

Use the *Print issued work orders* selection to print additional copies of work orders which have been issued.

If you answered **Y** to "Immediate completion?" for a work order in the *Enter* selection, the work order cannot be printed with this selection.

If you answered **N** to "Print work order?" for a work order in the *Enter* selection, then the work order can be printed using this selection.

Work orders may not be printed using this selection after they are closed using *Close work orders*, or if they were specified as "immediate completion" when the work orders were entered.

From the *Work orders* menu, select *Print issued work orders*.

On the screen that appears, enter the following information:

1. Starting work order #
2. Ending work order #

Enter the range of work orders to print. Follow the screen instructions.

3. Cut-off targeted completion date

Enter the last targeted completion date for which to print work orders. Work orders with a targeted completion date later than this date will not be printed. You may also use the option:

Option: **[F1]** for "Latest" (no cut-off date)

4. Include "Don't print" work orders?

"Don't print" work orders are those for which you answered **N** to the "Print work order? field in *Work orders (Enter)*.

If you answer **Y**, all work orders will be printed. If you answer **N**, "Don't print" work orders will not be printed.

NOTE: "Immediate completion" work orders are never printed.

5. Print in order by

(This field displays only if you use Multi-Warehousing.)

Enter the letter for the order to print the work orders:

C - by component warehouse
S - by stocking warehouse
W - by work order number

[?] 6. Stocking warehouse

(This field displays only if you answered **S** to "Print in order by" to print by stocking warehouse.)

Enter a warehouse. Work orders will be printed if their kit-items are to be stocked at this warehouse. You may also use one of the options:

Option: **[Enter]** for the "Central" warehouse

[F1] for "All" warehouses (work orders will be printed in order by the warehouse in which the kit items are stocked)

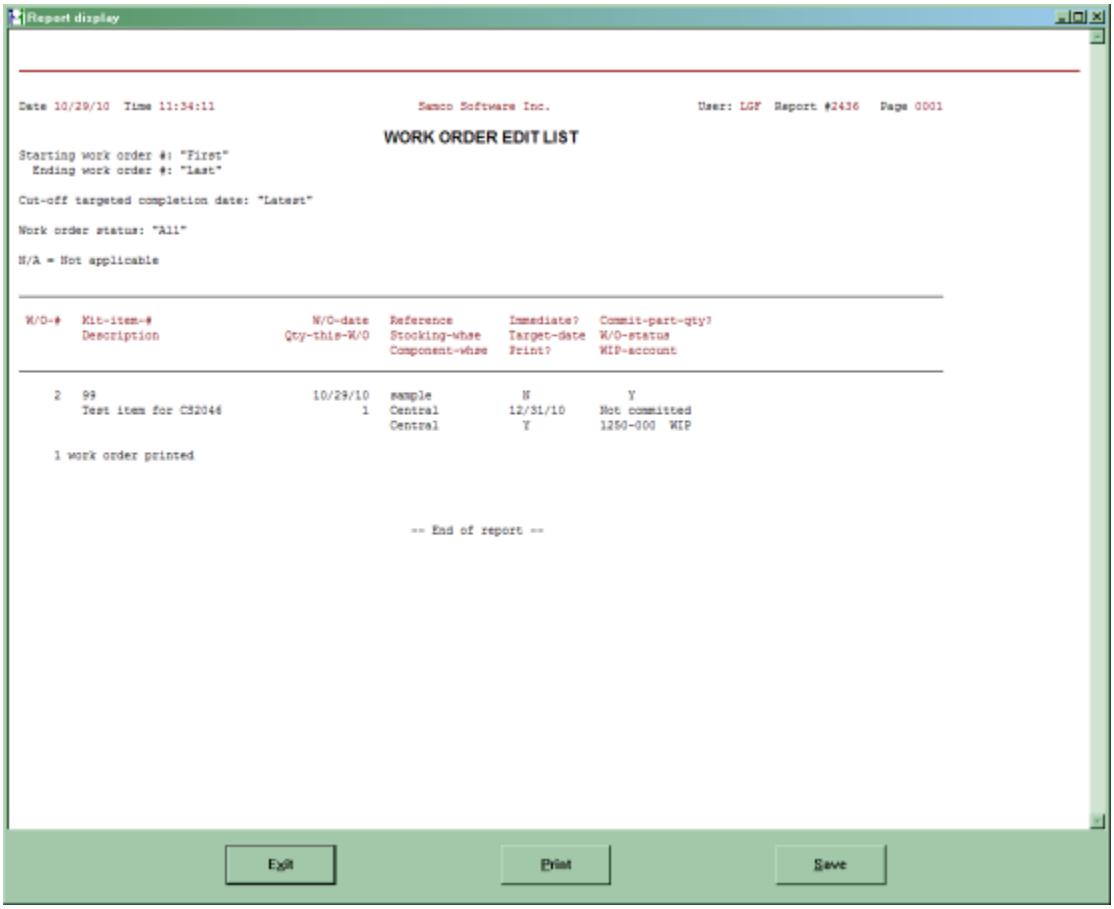
[?] **6. Component warehouse**

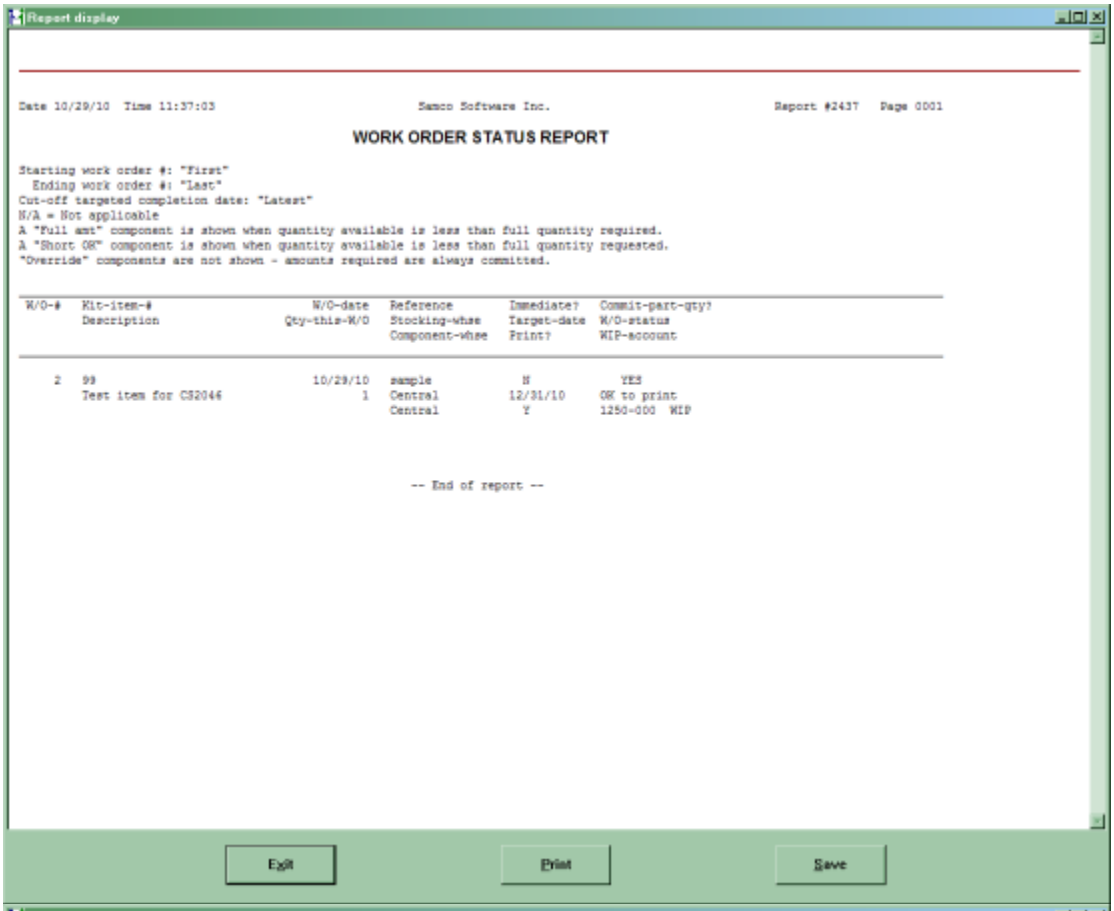
(This field displays only if you answered **C** to "Print in order by" to print by component warehouse.)

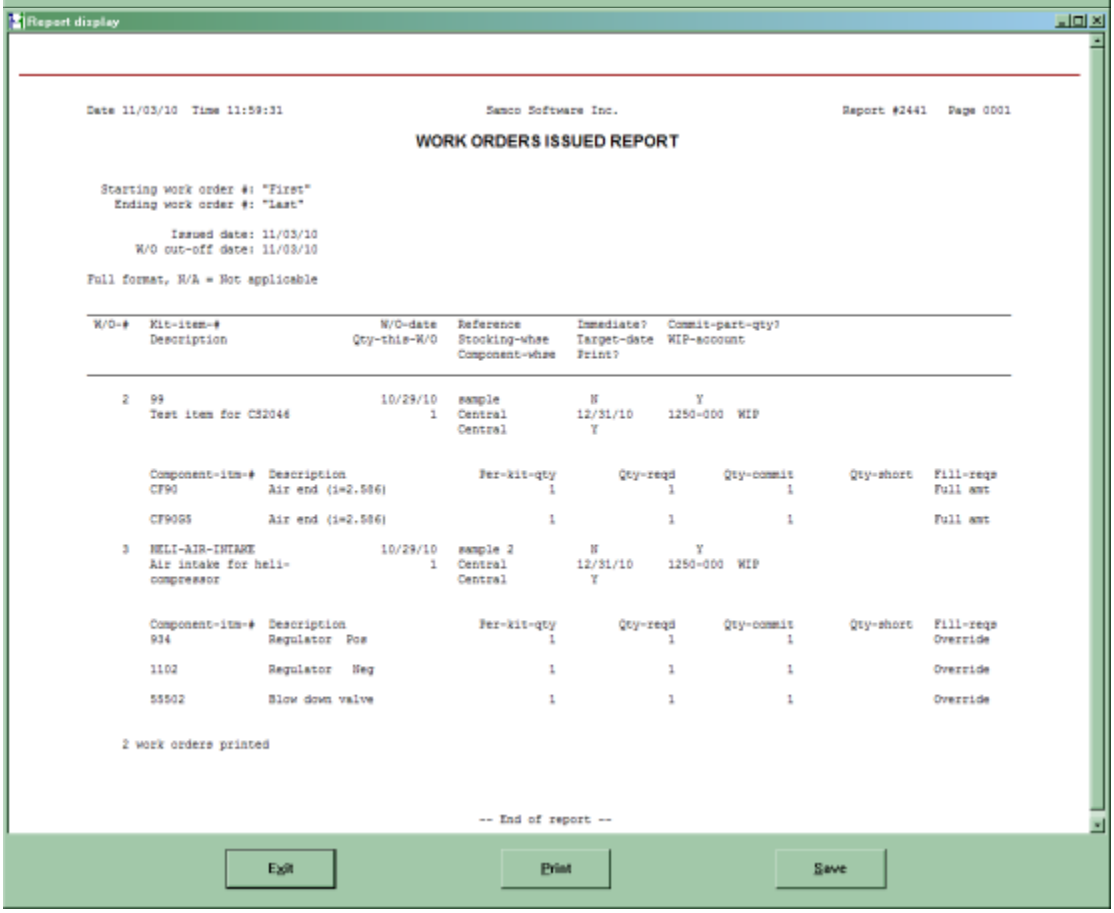
Enter a warehouse. Work orders will be printed if component-items for the work orders are to be obtained from this warehouse. You may also use one of the options:

Option: **[Enter]** for the "Central" warehouse

[F1] For "All" warehouses (work orders will be printed in order by the warehouse in which the component items are stocked)


Report display
Date 10/29/10 Time 11:34:11
Samco Software Inc.
User: LGF Report #2436 Page 0001
WORK ORDER EDIT LIST
Starting work order #: "First"
Ending work order #: "Last"
Cut-off targeted completion date: "Latest"
Work order status: "All"
N/A = Not applicable
W/O-# Kit-item-# W/O-date Reference Immediate? Commit-part-qty?
Description Qty-this-W/O Stocking-whse Target-date W/O-status
Component-whse Print? WIP-account
2 99 10/29/10 sample N Y
Test item for CS2046 1 Central 12/31/10 Not committed
Central Y 1260-000 WIP
1 work order printed
-- End of report --
Exit
Print
Save


Report display
Date 10/29/10 Time 11:37:03
Samco Software Inc.
Report #2437 Page 0001
WORK ORDER STATUS REPORT
Starting work order #: "First"
Ending work order #: "Last"
Cut-off targeted completion date: "Latest"
N/A = Not applicable
A "Full amt" component is shown when quantity available is less than full quantity required.
A "Short OK" component is shown when quantity available is less than full quantity requested.
"Override" components are not shown - amounts required are always committed.
W/O-# Kit-item-# W/O-date Reference Immediate? Commit-part-qty?
Description Qty-this-W/O Stocking-whse Target-date W/O-status
Component-whse Print? WIP-account
2 99 10/29/10 sample N YES
Test item for CS2046 1 Central 12/31/10 OK to print
Central Y 1250-000 WIP
-- End of report --
Exit
Print
Save


Report display
Date 11/03/10 Time 11:59:31
Samco Software Inc.
Report #2441 Page 0001
WORK ORDERS ISSUED REPORT
Starting work order #: "First"
Ending work order #: "Last"
Issued date: 11/03/10
W/O cut-off date: 11/03/10
Full format, N/A = Not applicable
W/O-# Kit-item-# W/O-date Reference Immediate? Commit-part-qty?
Description Qty-this-W/O Stocking-whse Target-date WIP-account
Component-whse Print?
2 99 10/29/10 sample N Y
Test item for CS2046 1 Central 12/31/10 1250-000 WIP
Central Y
Component-itm-# Description Per-kit-qty Qty-reqd Qty-commit Qty-short Fill-reqs
CF90 Air end (i=2.586) 1 1 1 Full amt
CF90G5 Air end (i=2.586) 1 1 1 Full amt
3 HELI-AIR-INTAKE 10/29/10 sample 2 N Y
Air intake for heli- 1 Central 12/31/10 1250-000 WIP
compressor Central Y
Component-itm-# Description Per-kit-qty Qty-reqd Qty-commit Qty-short Fill-reqs
934 Regulator Pos 1 1 1 Override
1102 Regulator Neg 1 1 1 Override
55502 Blow down valve 1 1 1 Override
2 work orders printed
-- End of report --
Exit
Print
Save

Chapter 27

Completed Work Orders

Use this selection to process issued work orders (that were not "immediate completion" work orders).

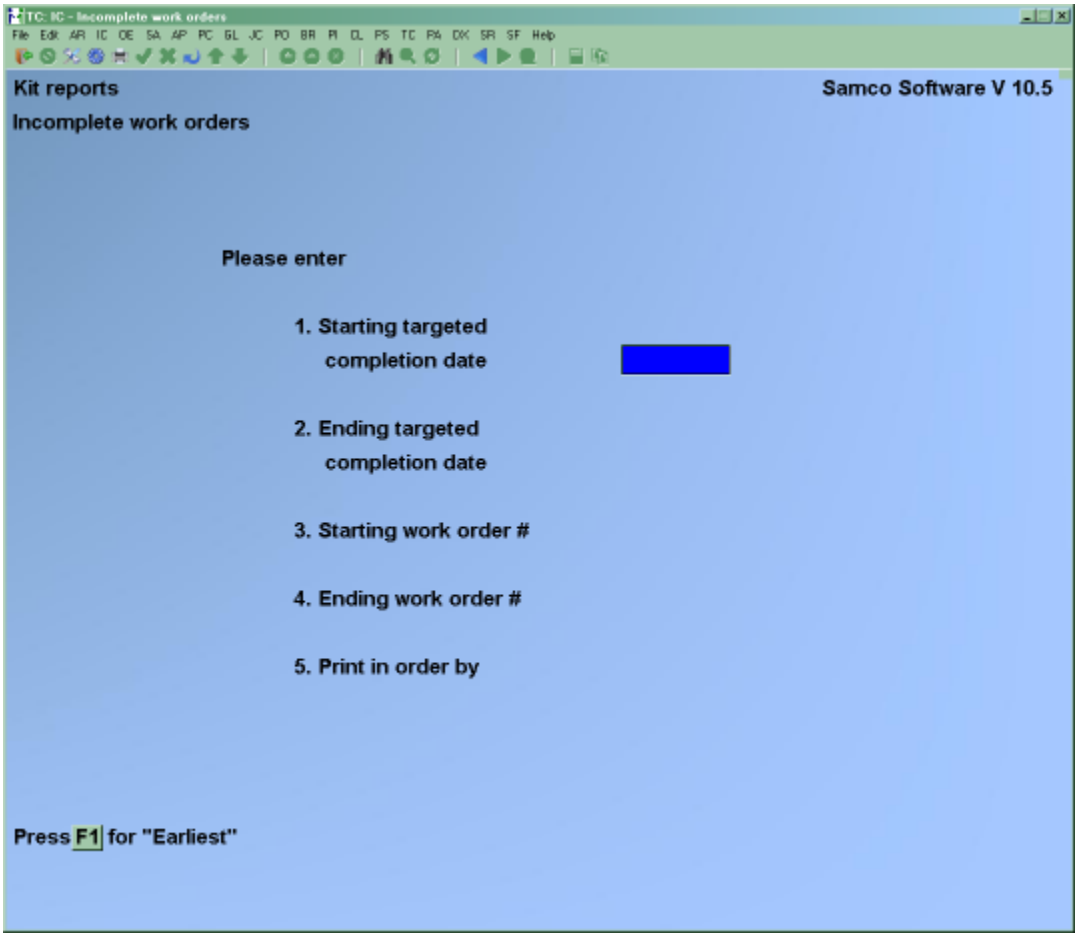
After a work order has been issued, you can determine if it is overdue (or coming due for completion) by printing the Incomplete Work Orders report using *Reports (Incomplete work orders)*.

When the work order is actually completed, you mark it as completed using *Completed work orders (Enter)*. Then, you close the work order using *Completed work orders (Close work orders)* which generates a kit assembly transaction for the quantity of the kits assembled by the work order.

Printing a Report of Incomplete Work Orders

From the I/C menu, select *Reports*. Then from the *Reports* sub-menu, select *Incomplete work orders*.

The following screen appears:


TC: IC - Incomplete work orders
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC PA DX SR SF Help
Kit reports
Samco Software V 10.5
Incomplete work orders
Please enter
1. Starting targeted
completion date
2. Ending targeted
completion date
3. Starting work order #
4. Ending work order #
5. Print in order by
Press F1 for "Earliest"

Enter the following information:

1. Starting targeted completion date
2. Ending targeted completion date

Enter the range of targeted completion dates for work orders to include on the report or use the option:

Option: [F1] to use "Earliest" date for starting date, or to use “Latest” date for ending date.

3. Starting work order #
4. Ending work order #

Enter the range of incomplete work order numbers to include, or use the option:

Option: [F1] to use the "First" work order on file, or to use “Last” work order on file.

5. Print in order by

(This field displays only if you use Multi-Warehousing.)

Enter the letter for the order to print the work orders:

C by component warehouse
S - by stocking warehouse
W - by work order number

[?] 6. Stocking warehouse

(This field displays only if you answered **S** to "Print in order by" to print by stocking warehouse.)

Enter a warehouse. Incomplete work orders will be printed if their kit-items are to be stocked at this warehouse. You may also use one of the options:

Option: **[Enter]** for the "Central" warehouse

[F1] For "All" warehouses (incomplete work orders will be printed in order of the warehouse in which the kit items are stocked)

[?] 6. Component warehouse

(This field displays only if you answered **C** to "Print in order by" to print by component warehouse.)

Enter a warehouse. Incomplete work orders will be printed if component-items for the work orders were obtained from this warehouse. You may also use one of the options:

Option: **[Enter]** for the "Central" warehouse

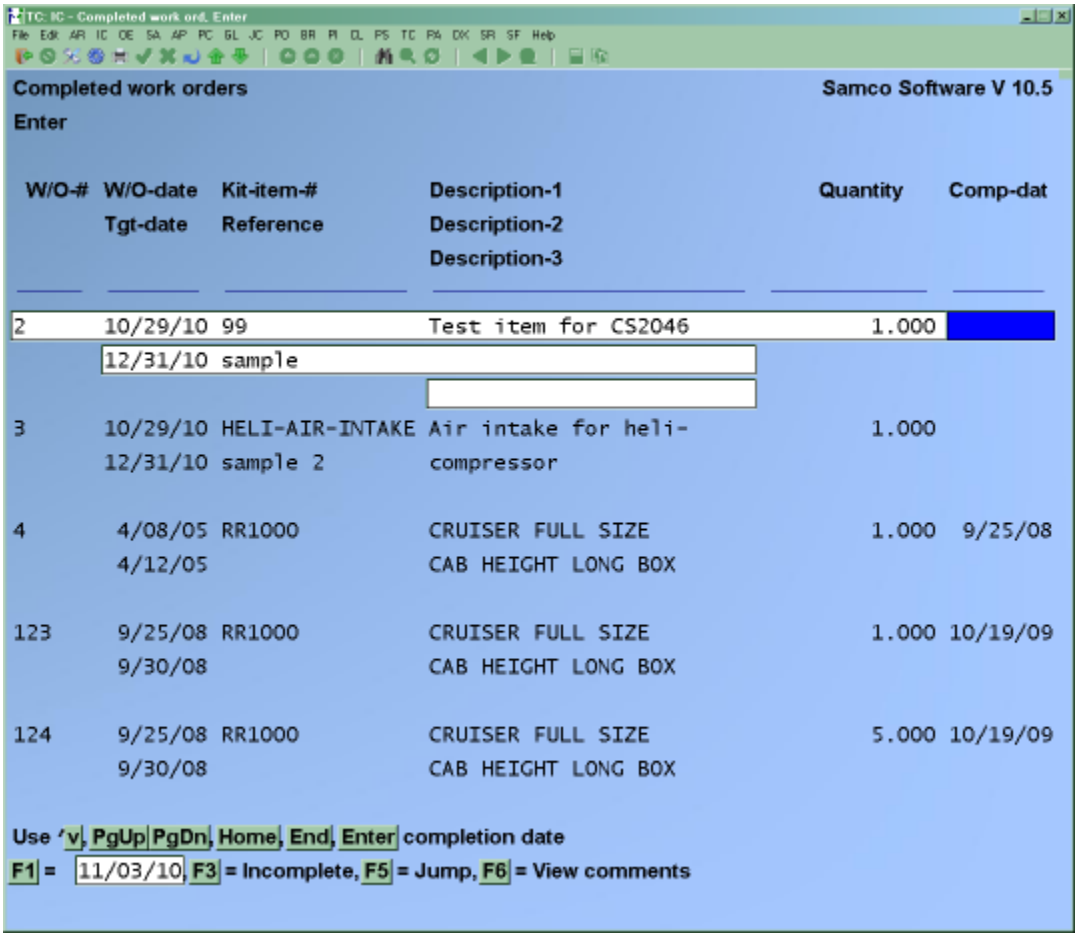
[F1] For "All" warehouses (incomplete work orders will be printed in order of the warehouse in which the component items are stocked)

A sample of the Incomplete Work Orders Report is at the end of this chapter.

Marking Work Orders as Complete

From the I/C menu, select *Completed work orders*. Then from the *Completed work orders* menu, select *Enter*.

You see:


Completed work orders
Samco Software V 10.5
Enter
W/O-# W/O-date Kit-item-# Description-1 Quantity Comp-dat
Tgt-date Reference Description-2
Description-3
2 10/29/10 99 Test item for CS2046 1.000
12/31/10 sample
3 10/29/10 HELI-AIR-INTAKE Air intake for heli- 1.000
12/31/10 sample 2 compressor
4 4/08/05 RR1000 CRUISER FULL SIZE 1.000 9/25/08
4/12/05 CAB HEIGHT LONG BOX
123 9/25/08 RR1000 CRUISER FULL SIZE 1.000 10/19/09
9/30/08 CAB HEIGHT LONG BOX
124 9/25/08 RR1000 CRUISER FULL SIZE 5.000 10/19/09
9/30/08 CAB HEIGHT LONG BOX
Use ↑v, PgUp PgDn, Home, End, Enter completion date
F1 = 11/03/10 F3 = Incomplete, F5 = Jump, F6 = View comments

To mark a work order as "complete", enter the completion date or use on of the options:

Option: **[F1]** for the system date

[F3] To mark a work order as “Incomplete”, before *Close work orders* is selected to post the completed work orders.

[F5] To jump directly to the work order you wish to view, either by work order number or reference

[F6] To view comments entered for this work order

To scan through the work orders which are incomplete, or have been marked as complete but have not yet been posted, use the keys as shown at the bottom of the screen (**[Up]**, **[Down]**, **[PgUp]**, **[PgDn]**, **[Home]**, and **[End]**).

When you are through entering completion dates, press **[Tab]** to return to the *Completed work orders* sub-menu.

Printing an Edit List of Completed Work Orders

From the *Completed work orders* sub-menu, select *Edit list*.
On the screen that appears enter the following information:

1. Starting work order #
2. Ending work order #

Enter the range of work order numbers to include, or use the option:

Option: [F1] to use the "First" work order on file, or to use "Last" work order on file.

Only incomplete work orders marked for completion will be reported on the edit list.

3. Cut-off targeted completion date

Enter the last targeted completion date for which to include work orders on the edit list. Work orders with a targeted completion date later than this date will not be printed. You may also use the option:

Option: [F1] For "Latest" (no cut-off date)

A sample Completed Work Orders Edit List is included at the end of this chapter.

Closing Completed Work Orders

Use this selection to close work orders which have been marked as "complete".

Select *Close work orders* from the *Completed work orders* sub-menu.

On the screen that appears, enter the following information:

1. Starting work order #
2. Ending work order #

Enter the range of work order numbers to include, or use the option:

Option: [F1] To use the "First" work order on file for the starting work order #, or to use the "Last" work order on file for the ending work order #.

Only incomplete work orders marked for completion will be closed.

3. Cut-off completion date

Enter the cut-off completion date to use in closing these work orders. Only work orders with a completion date on or earlier than this date will be closed. You may

also use the option:

Option: **[F1]** For "Latest" (no cut-off date)

4. Print W/O register?

Answer **Y** if you wish to print a Work Order Register showing completed work orders which have been closed.

5. Close in order by

(This field displays only if you use Multi-Warehousing.)

Enter the letter for the order in which to close the completed work orders:

C - by component warehouse
S - by stocking warehouse
W - by work order number

[?] 6. Stocking warehouse

(This field displays only if you answered **S** to "Close in order by" to print by stocking warehouse.)

Enter a warehouse. Incomplete work orders marked for completion will be closed if their kit-items are to be stocked at this warehouse. You may also use one of the options:

Option: **[Enter]** for the "Central" warehouse

[F1] For "All" warehouses (work orders will be printed in order of the warehouse in which the kit items are stocked)

[?] 6. Component warehouse

(This field displays only if you answered **C** to "Close in order by" to print by component warehouse.)

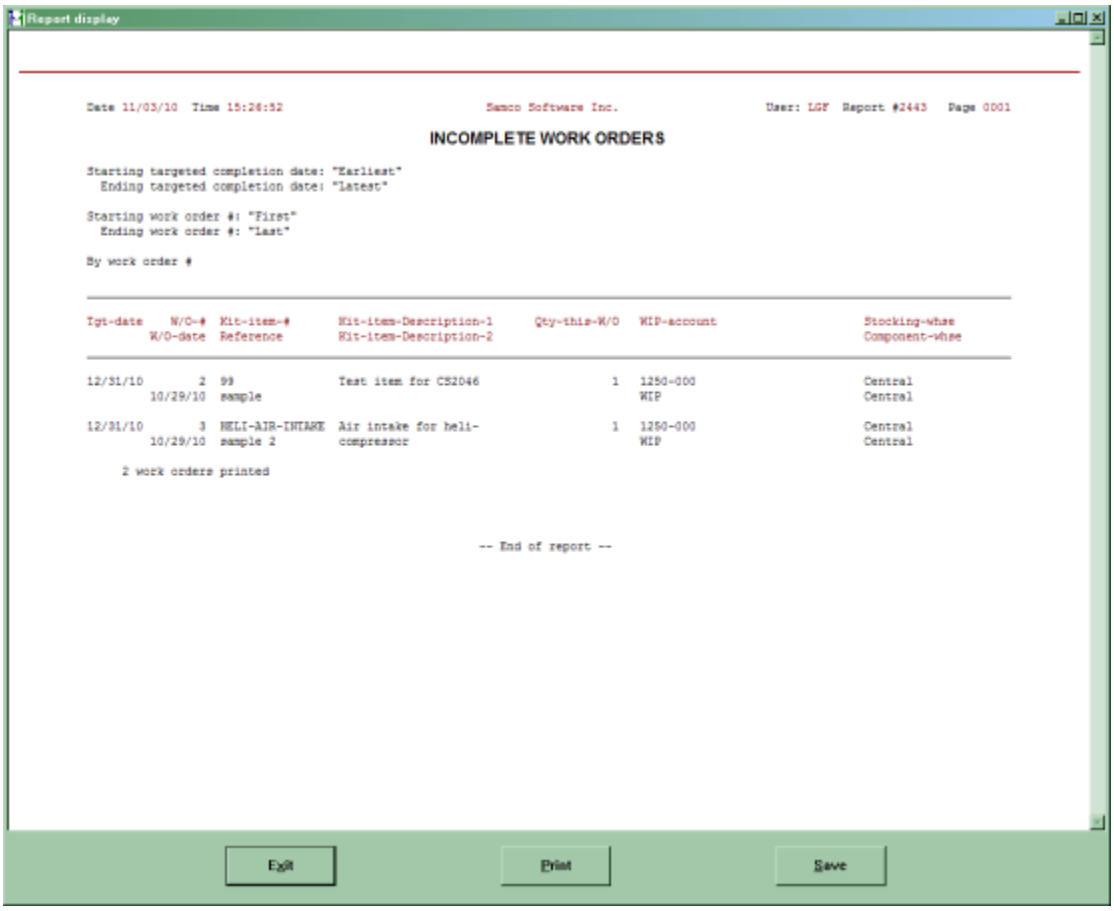
Enter a warehouse. Incomplete work orders marked for completion will be closed if the component-items for the work orders were obtained from this warehouse. You may also use one of the options:

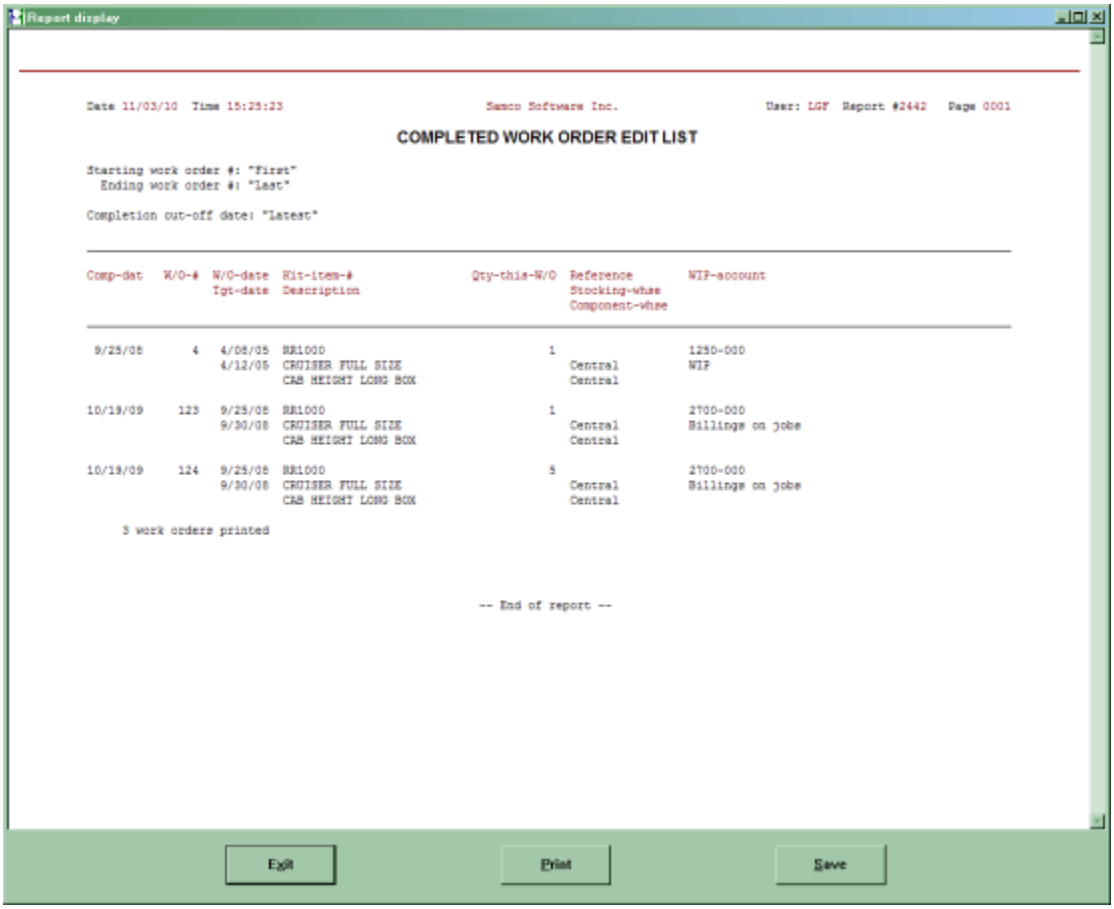
Option: **[Enter]** for the "Central" warehouse

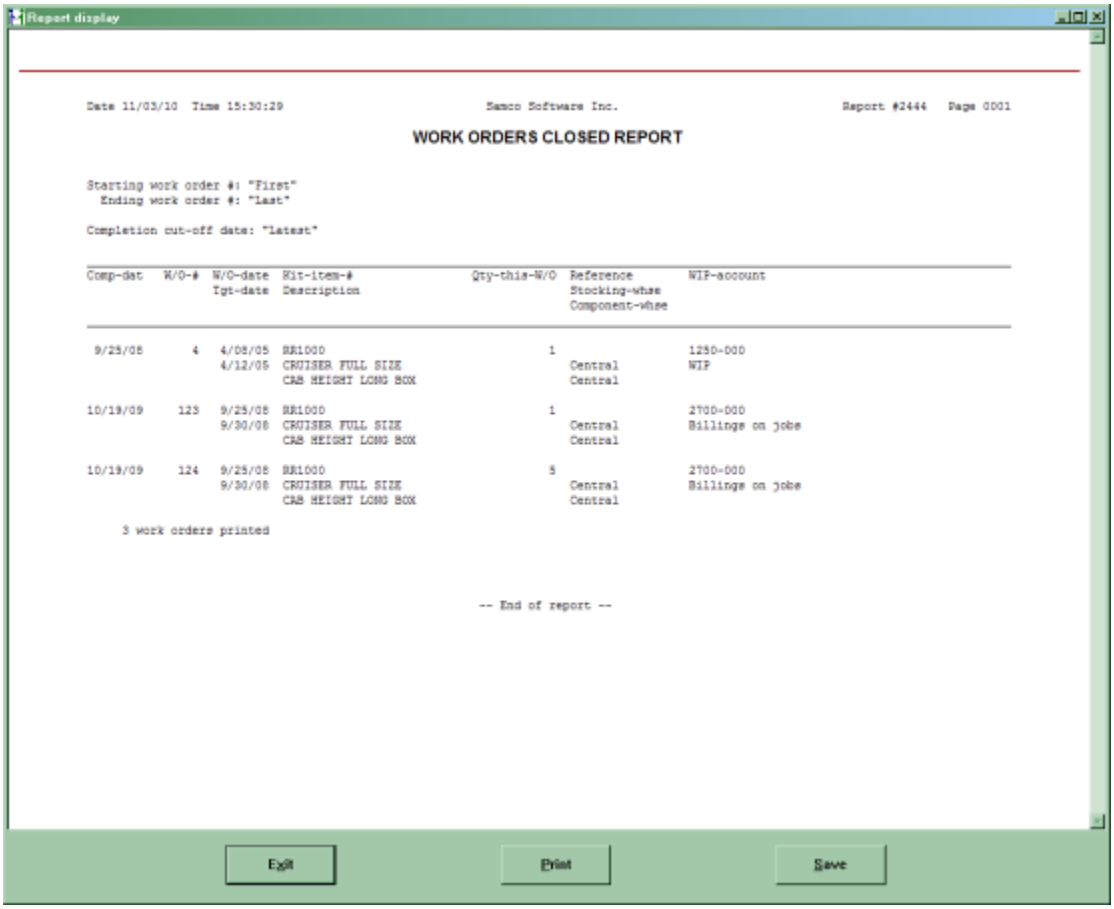
[F1] For "All" warehouses (work orders will be printed in order of the warehouse in which the component items are stocked)

The Work Orders Closed Report is generated, the kit assembly transactions are

generated and placed in the Inventory Transaction file. Use the *Inventory* menu to view, print an edit list, and post those transactions.


Report display
Date 11/03/10 Time 15:26:52 Samco Software Inc. User: LGF Report #2443 Page 0001
INCOMPLETE WORK ORDERS
Starting targeted completion date: "Earliest"
Ending targeted completion date: "Latest"
Starting work order #: "First"
Ending work order #: "Last"
By work order #
Tgt-date W/O-# Kit-item-# Kit-item-Description-1 Qty-this-W/O WIP-account Stocking-whse
W/O-date Reference Kit-item-Description-2 Component-whse
12/31/10 2 99 Test item for CS2046 1 1250-000 Central
10/29/10 sample WIP Central
12/31/10 3 HELI-AIR-INTAKE Air intake for heli- 1 1250-000 Central
10/29/10 sample 2 compressor WIP Central
2 work orders printed
-- End of report --
Exit
Print
Save


Report display
Date 11/03/10 Time 15:25:23 Samco Software Inc. User: LGF Report #2442 Page 0001
COMPLETED WORK ORDER EDIT LIST
Starting work order #: "First"
Ending work order #: "Last"
Completion cut-off date: "Latest"
Comp-dat W/O-# W/O-date Kit-item-# Qty-this-W/O Reference WIP-account
Tgt-date Description Stocking-whse
Component-whse
9/25/08 4 4/08/05 BR1000 1 1250-000
4/12/05 CRUISER FULL SIZE Central WIP
CAB HEIGHT LONG BOX Central
10/19/09 123 9/25/08 BR1000 1 2700-000
9/30/08 CRUISER FULL SIZE Central Billings on jobs
CAB HEIGHT LONG BOX Central
10/19/09 124 9/25/08 BR1000 5 2700-000
9/30/08 CRUISER FULL SIZE Central Billings on jobs
CAB HEIGHT LONG BOX Central
3 work orders printed
-- End of report --
Exit
Print
Save


Report display
Date 11/03/10 Time 15:30:29
Samco Software Inc.
Report #2444 Page 0001
WORK ORDERS CLOSED REPORT
Starting work order #: "First"
Ending work order #: "Last"
Completion cut-off date: "latest"
Comp-dat W/O-# W/O-date Kit-item-# Qty-this-W/O Reference WIP-account
Tgt-date Description Stocking-whse
Component-whse
9/25/08 4 4/08/05 BR1000 1 1250-000
4/12/05 CRUISER FULL SIZE Central WIP
CAB HEIGHT LONG BOX Central
10/19/09 123 9/25/08 BR1000 1 2700-000
9/30/08 CRUISER FULL SIZE Central Billings on jobs
CAB HEIGHT LONG BOX Central
10/19/09 124 9/25/08 BR1000 5 2700-000
9/30/08 CRUISER FULL SIZE Central Billings on jobs
CAB HEIGHT LONG BOX Central
3 work orders printed
-- End of report --
Exit
Print
Save

Chapter 28

Expanded Physical Count

Use the *Physical count* selection to perform an "expanded" physical inventory count. This selection allows high speed entry of physical counts through manual data entry or through the use of hand-held terminals.

You must specify the "Expanded" physical count method in *Control information* in order to perform a physical inventory count in this manner. (If you specified the "Normal" physical count method, refer to the chapter titled *Physical Count Worksheet*.)

Once the physical count transactions have been created, you should avoid all other computer operations which affect on-hand inventory levels for those items. Normal computer operations can be resumed after posting the physical count adjustments. If you must continue with computer operations, see the section at the end of this chapter titled *Continuing Operations During Physical Count*.

The physical count can be broken up into sections, where different teams are responsible for performing the count in different sections of a large store or warehouse. After the individual section counts are entered and reconciled, the sections are consolidated into one count for creating the inventory adjustments.

Until the actual counting process is completed, it is a good practice not to remove or bring in physical goods to the area where goods are being counted. If goods arrive after the count transactions are created, place them in an area where they will not be counted. If goods must be removed after the transactions are created, record the quantities being removed and include the quantities in your counted quantity figures.

If items must be sold during the actual physical count process, use chits to record items removed from physical inventory before it is counted. This will require staff dedicated to keeping track of what areas have been counted, and placing chits on items removed from stock not yet counted. When an item is counted, and has a chit

on it, the amount recorded on the chit must be included in the count quantity, then the chit discarded.

The above measures will allow for a fixed relationship between the suspended on-hand quantity and the counted on-hand quantity, and ensures that the inventory adjustment quantity and cost (variance) are correct.

Checklist

The basic steps to perform an expanded physical inventory count are (see the appropriate section of this chapter for details on each of these steps unless indicated otherwise):

1. Be sure that there are no counts currently active, either from a previous count, or from testing or processing errors. Check for existing section counts using *Physical counts (Print sections)*. Remove section counts by consolidating the sections using *Physical count (Consolidate sections)*, then removing the regular count, using *Physical count (Remove counts)*. Check for existing counts using *Physical count (Worksheet)*. Remove counts with *Physical count (Remove counts)*. It is also a good idea to recalculate item quantities before continuing with the suspension using *File Utilities (Recalculate inventory quantities)* (See the section "Recalculating Inventory Quantities" in the Appendix titled "File Utilities")

2. Sections are useful in a retail environment where the same set of items may be located in multiple areas of the store and/or stock room/warehouse. If an item will be counted separately in more than 5 locations, then sections should be used. If sections are to be used, create the sections and assign them to a warehouse using *Physical count (Create section / Enter)*.

3. All inventory transactions prior to creating the suspension are called pre-inventory transactions. All others are post-inventory transactions. Prior to creating the suspension, all pre-inventory transactions (including sales, receivings and adjustments) must be completed and posted.

4. If merchandise is received during the physical count process, it must be set aside and not counted, then entered as post-inventory transactions after the physical count is complete. Mark "Post-Inventory" on delivery slips, receiving documents and/or invoices to avoid confusion in the office.

5. Create physical count suspension for the items to be counted using *Physical count (Create Suspension)*. Physical count transactions are created automatically and represent a suspended "picture" of the on-hand inventory levels.

6. If normal processing will continue after the physical count and you will be using the "Save Inventory Files" method, perform Step A of that method at the end of this chapter before continuing to the next step.

7. Print a physical count worksheet for the items using *Physical count (Worksheet)*. The worksheet may be printed in either item number or location order, for any range of items included in the suspension created in step 4.

8. If not using sections, skip to step 11. Otherwise, enter the actual counted quantities for each section using *Physical count (Enter section)*. As many as five separate counts per section may be entered for each inventory item.

9. Review section totals as each section is complete, or after all sections are entered, using *Physical Count (Print sections)*. Make any needed corrections/changes to section information using *Physical count (Enter section)*.

10. As section counts are completed and verified, consolidate into regular count sheet using *Physical count (Consolidate sections)*. After all sections have been consolidated proceed to the next step.

11. If the physical count (or a portion of the physical count) is completed using hand-held devices, or by a third-party firm, import the file containing the counts using *Physical Inventory (Import counts)*. If imported counts are performed in addition to manually entered counts (or sections), be sure the Import Format specifies to Add duplicate counts if appropriate.

12. Enter manually counted inventory from the Worksheet Report using *Physical count (Enter count)*. Manual counts can be entered in addition to section counts or imported counts, however it is recommended that these manual counts be entered after section counts are consolidated, and after count files are imported.

13. Print a Worksheet Report using *Physical Inventory (Worksheet)*, specifying to print actual counted quantities and variances only. This will give a report of variances between the expected quantity from the suspension, and the actual quantities counted. Verify the information in the report, and make any needed corrections/adjustments to the physical count information using *Physical count (Enter)*.

14. If normal processing was continued after the physical count and you are using the "Save Inventory Files" method, perform Steps B to D of that method at the end of this chapter before continuing to the next step.

15. Generate inventory adjustments for the physical count variances using *Physical count (Create adjustments)*. Use the suspension date as the date for posting the adjustment transactions. This will generate inventory adjustments in *Inventory*.

16. Print an edit list if needed using *Inventory (Edit List)*, then post the inventory transactions using *Inventory (Post)*.

17. Print the Inventory Valuation report using *Reports (Valuation report)*, unless it was printed in step 14. If normal operations are resumed after the physical inventory count is complete, and you are not using the "Save Inventory Files" method, this

report can be printed using historical quantities and/or cost (See the chapter titled *Valuation Report* for more information on using the historical quantities and costs).

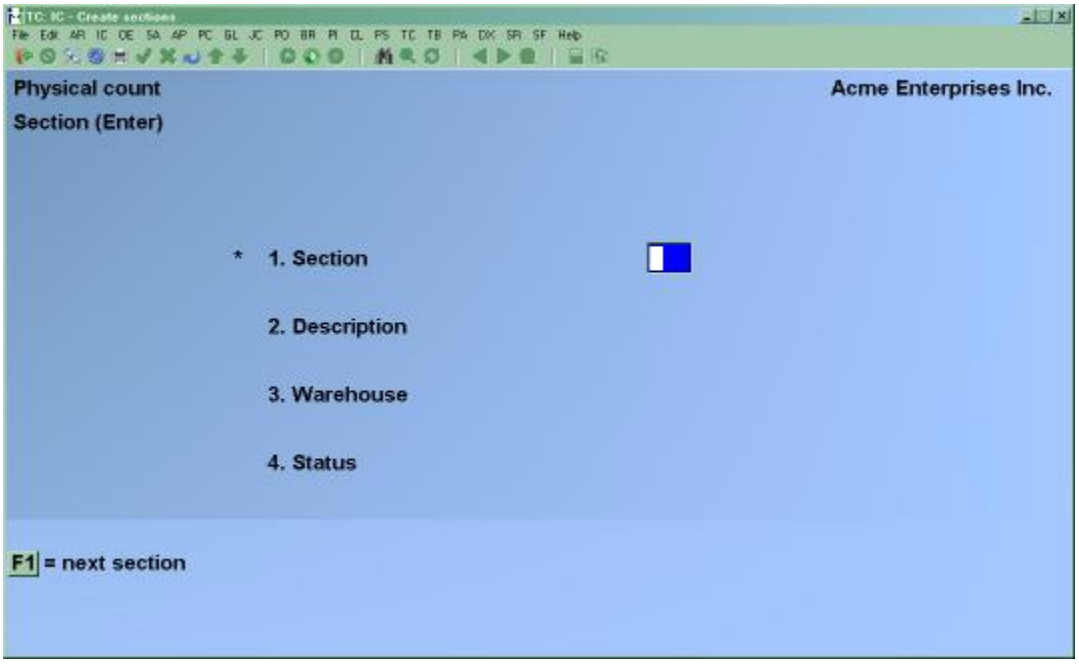
Creating Section Counts

The creation of sections is optional. It sections are not being used, then skip this selection and proceed to the section titled *Creating Physical Count Transactions*.

Use this selection to create sections for counting the physical inventory. A section can be a team, a person, or an area. Define as many sections as are required for completing the physical count.

From the *Expanded Physical Count* menu, select *Create section*. From the *Create section* sub-menu, select *Enter*.

The screen displays as follows:



Enter the information as follows:

[?] * 1. Section

Enter the name for this section or use the option:

Option: **[F1]** for the next section currently on file

Any 3 character name can be assigned to the section with the exceptions of "DAT"

and “IDX”, which is reserved for Samco data files.

2. Description

Enter any description you wish for the section.

[?] 3. Warehouse

(This field appears only if you are using multi-warehousing).

Enter the warehouse code this section is for, or use the option:

Options: **[Enter]** for the "Central" warehouse

4. Status

Enter **R** for “Ready”, or **C** for “Closed”. Normally, you would select **R** to indicate that the count is ready to accept entry of physical count transaction data. Change this status to **C** when the section count is complete. When the status is set to **C**, no more entries are allowed, and the section con now be consolidated (imported) into the regular physical count sheet. If the section has a status of **R**, it cannot be consolidated.

Printing Section Status List

Use this selection to print a listing of sections which were added, and their current status.

From the *Expanded Physical Count* menu, select *Create section*. From the *Create section* sub-menu, select *Print*.

Creating Physical Count Suspension

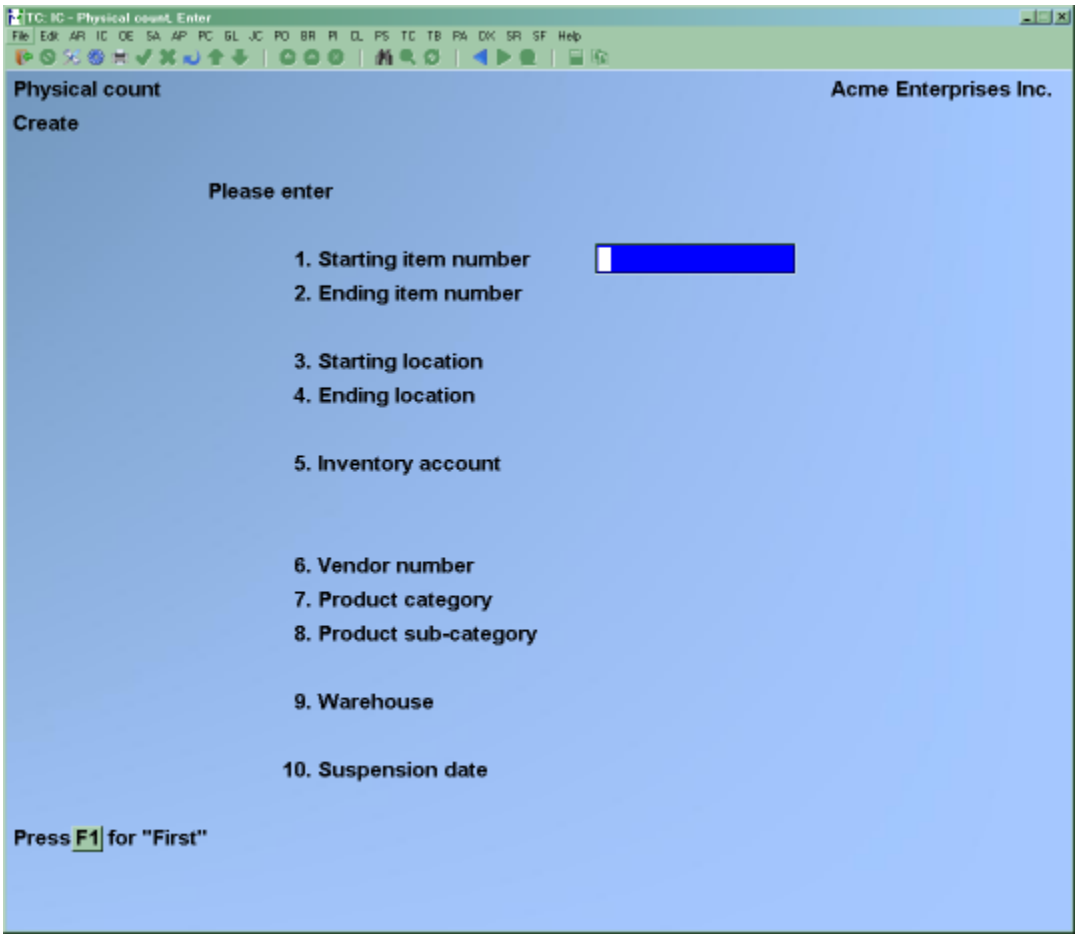
Use this selection to create the physical count suspension. When a suspension is created, a “snap-shot” of the current inventory quantities on hand is taken and stored in physical count transaction records. Later, when counts are entered, they are entered into these count transaction records.

The suspension date entered when creating the suspension should be the effective date of the physical count. For example, if you close for business on Sept 30, and you will be closed for business on Oct. 1 for your inventory count, you would complete all processing and postings, and then create the physical count suspension with a date of Sept. 30. If you wait until Oct. 1 to do the suspension, the suspension date must still be entered as Sept. 30. In the same example, if you are open for business on Oct. 1, but do not perform the suspension until Oct.1, the suspension must be run prior to

performing any other computer operations.

Providing that Step 1 of the Expanded Physical Inventory instructions was done, there should be no duplicate inventory transactions found while creating the suspension. If duplicate transactions were detected, but this is the start of the physical inventory, then select **2** to replace the transactions which are currently on file with the newly created suspension transactions.

The screen displays as follows:


TC: IC - Physical count, Enter
File Edit AR IC OE SA AP PC GL JC PO BR PI DL PS TC TB PA DK SR SF Help
Physical count
Acme Enterprises Inc.
Create
Please enter
1. Starting item number
2. Ending item number
3. Starting location
4. Ending location
5. Inventory account
6. Vendor number
7. Product category
8. Product sub-category
9. Warehouse
10. Suspension date
Press F1 for "First"

Enter the information as follows:

[?] 1. Starting item number
[?] 2. Ending item number

Enter the range of item numbers for which physical count transactions are to be created. Follow the screen instructions.

3. Starting location
4. Ending location

Enter the range of locations of the items for which physical count transactions are to

be created. Follow the screen instructions.

[?] 5. Inventory account #

Enter the inventory account for which to create the transactions, or use one of the options:

Options: **[F1]** for the default inventory account (in the I/C Control file)

[F2] to scan through the inventory accounts on file

[Enter] for "All" inventory accounts

[?] 6. Vendor number

Enter the vendor number to create transactions for only one vendor, or use the option:

Option: **[F1]** to create transactions for "All" vendors

[?]7. Product category

Enter the product category to create transactions for only one product category, or use the option:

Option: **[Enter]** to create transactions for "All" categories

[?] 8. Product sub-category

Enter the product sub-category to create transactions for only one product sub-category, or use the option:

Option: **[F1]** to create transactions for "All" sub-categories

[?] 9. Warehouse

(This field appears only if you are using multi-warehousing).

Enter the warehouse code for which you want transactions created, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] for "All" warehouses

10. Suspension date

Enter the date which is to display and print as the "on file as of" date for the physical

count transactions, or use the option:

Option: [Enter] to use the date shown

The suspension date is for reference only, and represents the date on which the "picture" is taken of your on-hand inventory.

Physical count transactions are automatically created for the specified items in the warehouse(s) designated. For lot-controlled items, a separate physical count transaction is created for each lot number (if no lot numbers exist for the item, no physical count transaction is created).

If other physical count transactions are already present, and a duplicate transaction is encountered while creating new physical count transactions, you see "**Duplicate record encountered**".

You are then given three options:

1 = Skip duplicates: New physical count transactions are created only for those items which do not already have a transaction on file.

2 = Replace duplicates: New transactions are created for all specified items. Any existing transactions are replaced by the new transactions.

3 = Abort: The creation process is cancelled. Any new transactions which were created prior to encountering the duplicate remain in the file, and no additional transactions are created.

A duplicate count transaction can be the result of:

- Creating a suspension and then trying to do it again
- Creating a suspension, entering some or no counts and not completing the whole physical count process.
- Creating a suspension, entering your counts, creating your adjustments but at Adjust non-counted items to zero ? you answer N. When you do this, it is expected that the counts that were not entered, will be entered eventually.

The “count transactions” for the non counted items remain on file until you enter counts and / or create adjustments for them by adjusting them to zero OR until you run Create suspension again and direct the system to “Replace duplicates”.

Entering Counted Quantities

Use the *Enter Section* or *Enter Count* selection to manually enter or change the actual counted quantities for an item's physical count transaction.

If sections were created using *Create section*, then enter count quantities for each section using *Enter section*.

If sections are not being used, then enter count quantities for the suspended inventory using *Enter count*.

These selections can also be used to add items that were not included on the count sheets during the suspension process. Items added to the count sheets are assumed to have a suspended quantity equal to the current quantity on-hand in the status record when the item is entered in either the *Enter section* or *Enter count* selection (Note that the item number and a status record for the corresponding warehouse must already exist in the Inventory Control Item and Status files).

If using sections, select *Enter section* from the *Physical count* menu. If not using sections, select *Enter count* from the *Physical count* menu.

If you selected *Enter section*, you are asked to specify the section for which you want to enter or change counted quantities. Enter the section ID, or use the option:

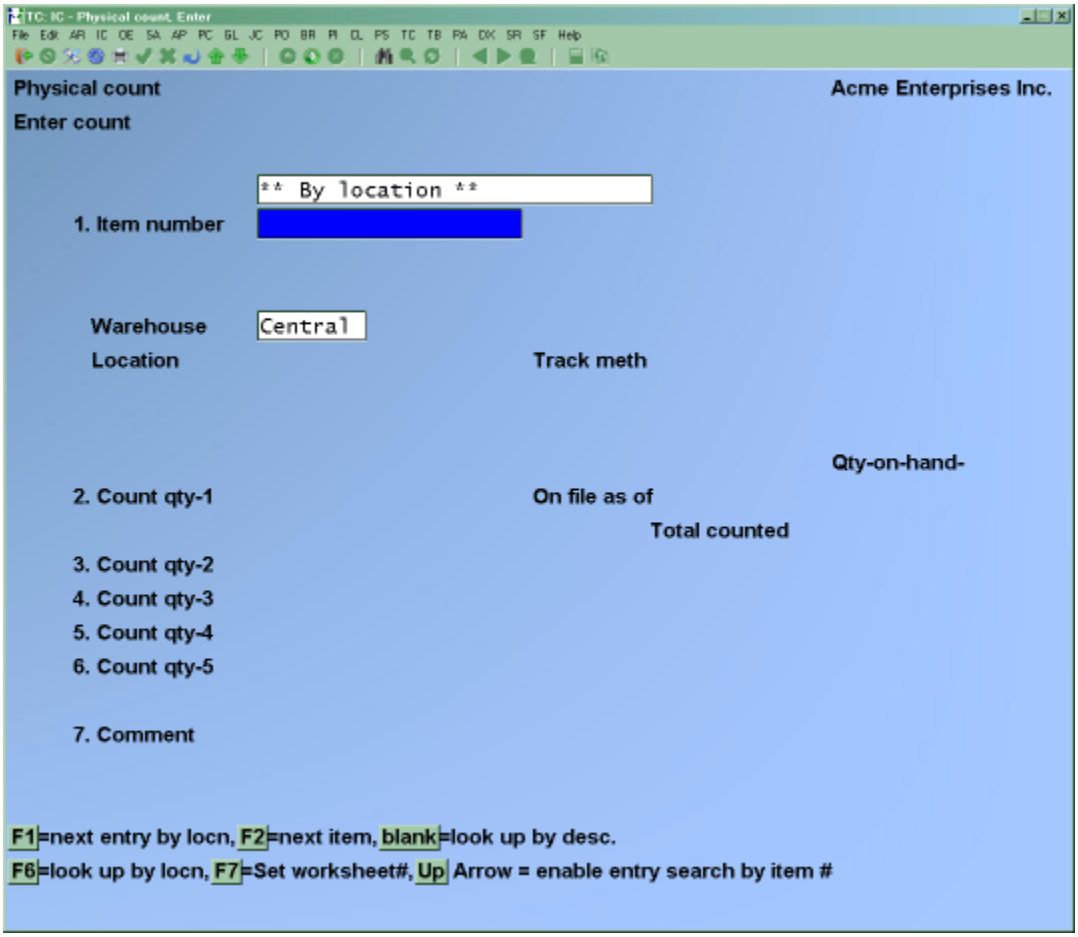
Option: **[?]** to look up a section from the *Find* window.

For multi-warehousing, you are asked to specify the warehouse for which you want to enter or change counted quantities. Enter the warehouse code, or use one of the options:

Option: **[Enter]** for the "Central" warehouse

[?] to look up a warehouse from the *Find* window

For both single- and multi-warehousing, the screen appears as follows:


TC: IC - Physical count, Enter
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS TC TB FA DK SR SF Help
Physical count
Acme Enterprises Inc.
Enter count
** By location **
1. Item number
Warehouse
Central
Location
Track meth
Qty-on-hand-
2. Count qty-1
On file as of
Total counted
3. Count qty-2
4. Count qty-3
5. Count qty-4
6. Count qty-5
7. Comment
F1=next entry by locn, F2=next item, blank=look up by desc.
F6=look up by locn, F7=Set worksheet#, Up Arrow = enable entry search by item #

The “On file as of” field displays the expected quantity on hand as of the date the inventory was suspended.

Enter the information as follows:

Press [**F7**] to indicate that the counts are being entered from the physical count worksheet.

Enter the worksheet number. This is the report number that prints at the top right hand corner of the print out.

Press the [**F1**] to bring up the first item from the worksheet

Enter the count as usual

Press [**F1**] to bring up the next item on the worksheet, repeat.

Should the entry of counts be interrupted, upon returning to the count screen, use [**F7**] again to enter the worksheet to work from, then [**F6**] to jump to the first uncounted item.

Continue as before.

[?] 1. Item-number

Enter the item number or bar code of the physical count transaction for which you want to enter or change counts, or use one of the options:

Options: **[F1]** to display each transaction in order by location

[Up] to change the operation of the **[F1]** key to display each transaction in order by item number

[F2] to find the next item number in the Item file, or if at the item description field, display the next item description in the Item file

[Enter] to look up an item in the Item file by description

When the physical count transaction displays, the item's suspended "Qty-on-hand" figure is displayed next to "On file as of" with the date the item was suspended, and the cursor is positioned at "Count qty-1" (Or the next blank “Count qty” field if counts were previously entered for this item) for entry of actual count quantities.

Adding a New Transaction

If you enter an item number or bar code for which there was no count transaction record created when the inventory was suspended, the current date displays as the "On file as of" date, and the current quantity on-hand for the item is shown. The cursor is then positioned at "Count qty-1" for entry of the actual counted quantity.

Continue entering the information as follows:

2. Count qty-1
3. Count qty-2
4. Count qty-3
5. Count qty-4
6. Count qty-5

Enter the actual counted amount. Negative values are allowed, or you may default to zero by pressing **[Enter]**. After entering a count quantity, the cursor will go the “Field number to change?” prompt.

Use "Field number to change?" to enter additional counted amounts.

The sum of all counts entered for a transaction is displayed in the "Total counted"

field.

7. Comment

Use "Field number to change?" to enter a comment for the physical count transaction if needed.

Fast Entry of Counted Quantities

For fast entry when entering the actual counted quantities for many transactions in one session, determine if you wish to display the transactions in location order or item number order. If desired, press **[Up]** to change the operation of the **[F1]** key.

Then display the first transaction requiring entry, enter the actual count, and press **[Enter]**. When "Field number to change?" displays, press **[F1]** again to display the next transaction. Enter the actual count for that transaction, or press **[F1]** to skip that transaction and display the next one.

Make changes as usual.

When completed entering or changing the actual counts for physical count transactions, press **[Tab]** when the cursor is positioned at "Item number" or press **[Esc]** at any of the "Count qty-x" fields.

Removing Physical Count Transactions

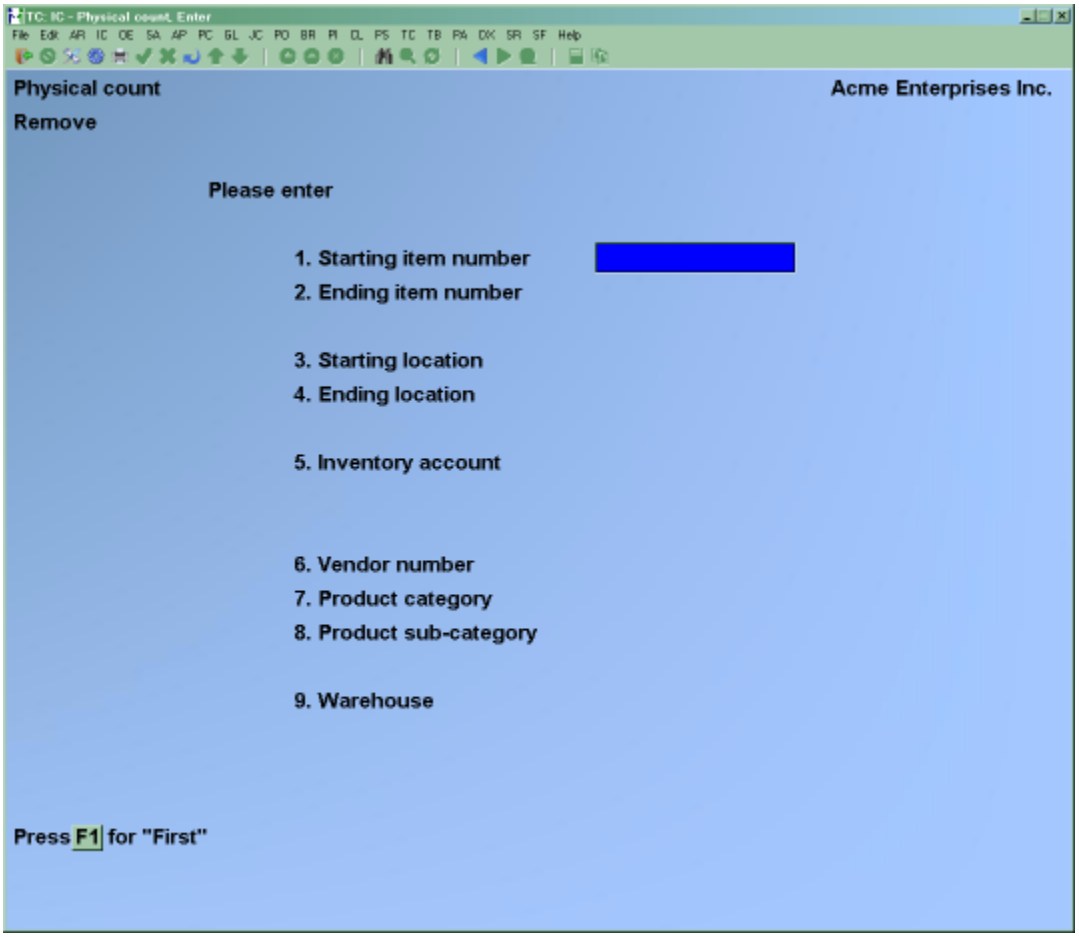
Use the *Remove* selection to delete the count sheet entries in a range of physical count transactions. This completely removes the count transaction, therefore also removing the expected count quantity as of the date the inventory was suspended. If a count is subsequently entered for an item removed from the physical count, the expected quantity will be the quantity currently on hand, not the quantity as of the suspension date.

This is a useful selection to run prior to starting the expanded physical count to clear any count transactions which may already be on file from a previous count or from testing.

If sections are being used, then using the *Remove count* selection will also remove the section count transactions for the range of items selected.

Select *Remove* from the *Physical count* menu.

The screen displays as follows:



Enter the information as follows:

[?] 1. Starting item number
[?] 2. Ending item number

Enter the range of item numbers for which physical count transactions are to be removed. Follow the screen instructions.

3. Starting location
4. Ending location

Enter the range of locations of the items for which physical count transactions are to be removed. Follow the screen instructions.

[?] 5. Inventory account #

Enter the inventory account for which to remove the transactions, or use one of the options:

Options: **[F1]** for the default inventory account (in the I/C Control file)

[F2] to scan through the inventory accounts on file

[Enter] for "All" inventory accounts

[?] 6. Vendor number

Enter the vendor number to remove transactions for only one vendor, or use the option:

Option: **[F1]** to remove transactions for "All" vendors

[?] 7. Product category

Enter the product category to remove transactions for only one product category, or use the option:

Option: **[Enter]** to remove transactions for "All" categories

[?] 8. Product sub-category

Enter the product sub-category to remove transactions for only one product sub-category, or use the option:

Option: **[F1]** to remove transactions for "All" sub-categories

[?]9. Warehouse

(This field appears only if you are using multi-warehousing).

Enter the warehouse code for which you want transactions removed, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] for "All" warehouses

Importing Counted Quantities

Use the *Import* selection to automatically import the actual counts for physical count transactions.

If you use sections, this selection cannot be used. It will not import into section counts, only consolidated count sheets.

If you use a hand-held terminal to perform the physical counting process, the *Import* selection can retrieve the actual counts collected by the device from a disk file and update the corresponding transactions.

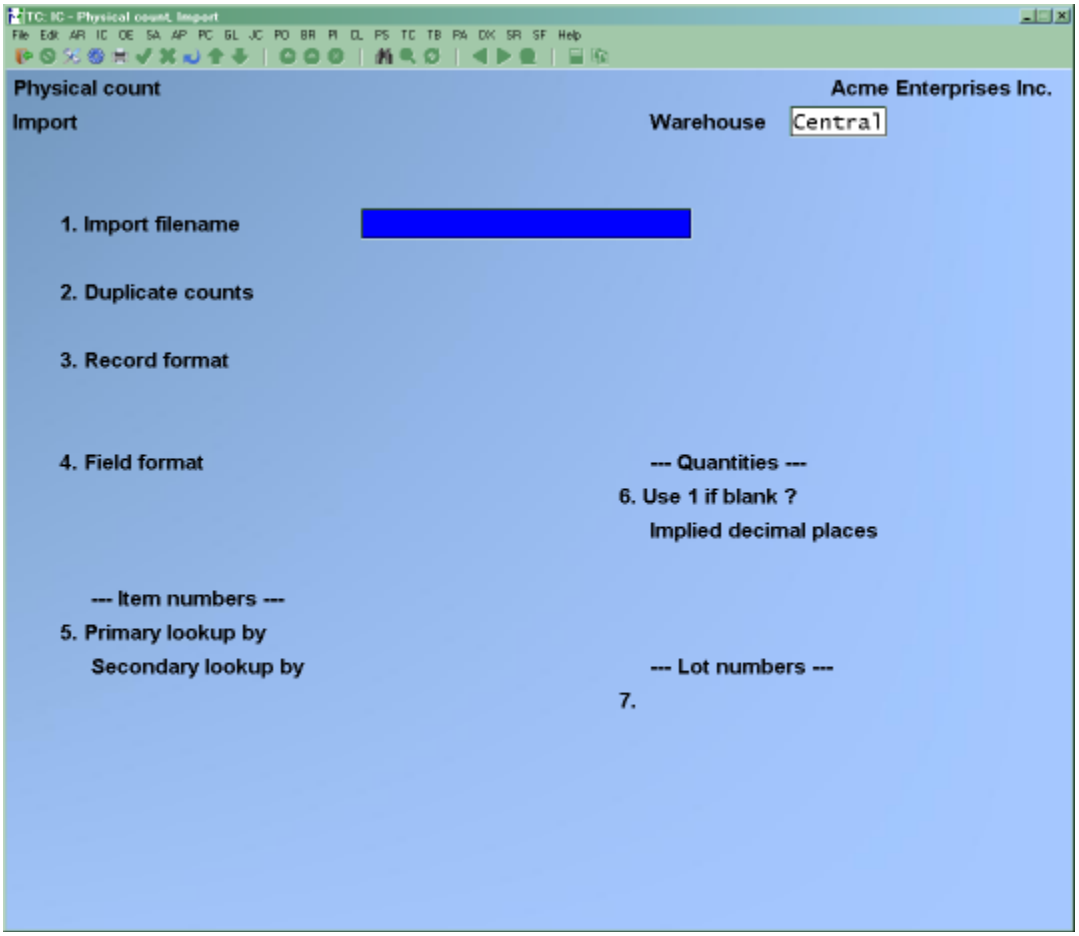
Select *Import* from the *Physical count* menu.

For multi-warehousing, you are asked to specify the warehouse for which the counts are to be imported. Enter the warehouse code, or use the option:

Option: **[Enter]** for the "Central" warehouse

[?] to look up a warehouse from the *Find* window

If this selection has not been used previously, or if an import format was not previously saved, you see:



Using a Saved Import Format

If an import format was saved previously when using this selection, that format is displayed automatically.

Use "Field number to change?" to make any necessary changes for the file to be imported in this session. You may also press **[F1]** to clear the screen to enter a new import format.

Entering a New Import Format

Enter the information for a new import format as follows:

1. Import filename

Enter the name of the file to be imported. If the import file is not in the top-level Samco directory, include the drive letter or path name where it is located.

2. Duplicate counts

Enter the letter which corresponds to the desired processing method if a count has already been recorded in the transaction.

Enter **S** to skip the import count if any count, including .00, exists in a transaction. You may default to **S** by pressing **[Enter]**.

Enter **A** to add the import count to the next available count field of the transaction or, if all count fields contain entries, add to the existing entry for "Count qty-5".

Enter **R** to replace all existing counts in a transaction with the import count.

3. Record format

Enter the letter which corresponds to the record format of the import file.

Enter **V** if the length of each record is variable. Most ASCII files contain variable length records, terminated by a carriage return. These text files can be "typed" ("cat"ed in XENIX/UNIX systems) or printed, and display or print one record per line.

Enter **F** if the length of each record is "fixed", or has the same number of characters. A file containing fixed length records may or may not display or print one record per line. Some ASCII text files are fixed length.

Record length

If you specify a fixed record format, enter the number of characters in each record, between 1 and 256.

4. Field format

Enter the letter which corresponds to the format of each field in a record of the import file.

Enter **D** if the data fields in a record are in variable starting columns, and are separated by a specific, "delimiting" character at the end of each field.

Enter **F** if each data field in each record always begins in a specific, "fixed" column.

If you specify a delimited field format, two additional fields display for you to further define the delimiting character.

Delimiting char

Specify the ASCII character used at the end of each field to separate the fields in a record. The character should be entered in its two-character hexadecimal form.

The corresponding ASCII character is then displayed in quotation marks next to the hexadecimal entry.

Text in quotes?

Answer **Y** if the text fields in a record are enclosed in quotation marks. Otherwise, answer **N**.

Use the remaining fields on this screen to describe the item number, quantity, and lot number information in the import records. The fields which display depend on the field format that you entered in "Field format" field above.

5. Item numbers

Describe the method of determining item numbers, as follows:

Primary look up by

Enter the letter corresponding to the first method to be used to locate each item number.

Enter **I** if the actual item number appears in the import record, or enter **B** if the item's bar code exists in the import record.

Secondary lookup by

Enter the letter corresponding to the alternate method of locating the item number in each import record, or use the option:

Option: [Enter] for no secondary lookup method

During the import, the item number (or bar code) is initially looked up using the method specified for "Primary lookup by". If a matching entry is not located using that method, the "Secondary lookup by" method is used.

Field number

For "delimited" field formats, enter the relative field number of the item number (or bar code) in an import record.

For example, if you enter 4 for this field, the item number (or bar code) for each item would be found in the fourth field, and is preceded by three occurrences of the delimiting character specified above.

Start position
Length

For "fixed position" field formats, specify the starting column number and length of the item number (or bar code) field in an import record.

For example, if you enter a "Start position" of 15, and a "Length" of 10, the item number (or bar code) for each item would be found, beginning at column 15 and extending for 10 characters.

6. Quantities

Describe the handling and location of the quantity in each import record, as follows:

Use 1 if blank?

Answer **Y** to import a default quantity of 1 for any record whose quantity is spaces. Otherwise, answer **N**.

If you answer **Y**, any numeric quantity, including 0, is imported as the value in the record. If the quantity is spaces (blank), a quantity of 1 is imported. Non-numeric values that are not spaces are reported as errors.

If you answer **N**, numeric values are imported as usual. All non-numeric values, including spaces, are reported as errors.

Implied decimal places

Enter the number of decimal places contained within the quantity to be imported, either 1, 2, or 3, or use the option:

Option: **[Enter]** to default to 0 if the quantities are always expressed as whole numbers

If the quantity to be imported contains a decimal point to separate whole digits from the decimal positions, the decimal point is used to determine the number of decimal places, and your entry in this field is ignored.

Field number

For "delimited" field formats, enter the relative field number of the quantity in an import record.

Start position
Length

For "fixed position" field formats, specify the starting column number and length of the quantity field in an import record.

7. Lot numbers

Describe the location of the lot number in each import record for lot-controlled items, as follows:

Field number

For "delimited" field formats, enter the relative field number of the lot number in an import record, or use the option:

Option: [Enter] to default to "None" if you are not using lot-controlled items

Start position
Length

For "fixed position" field formats, specify the starting column number and length of the lot number field in an import record, or use the option:

Option: [Enter] to default to "None" if you are not using lot-controlled items

Make changes as usual.

If you defined a new import format, or changed the saved import format, you are asked if you wish to save (replace) the format.

Answer **Y** to save this import format for use in subsequent import sessions. Only one import format may be retained. (The import format is saved in the I/C Control file.)

Answer **N** to use this import format for the current import session only. Any existing saved import format remains unchanged.

After you answer this question, the import process occurs.

Using the details supplied in the import format, the data from the import file is transferred into the physical count transactions for the corresponding items and warehouse.

As the data file is being imported, a count of the records being imported and the transactions being updated is displayed.

The count quantity for each item is placed into the first "Count qty" field of the corresponding physical count transaction. If a count has already been recorded in the

transaction, the imported counts are processed as specified in the "Duplicate counts" field.

Any error conditions encountered during the import session are recorded in a text file named IMPORTxx.LOG ("xx" represents the company ID) in the Samco top-level directory. A message notifying that errors have been recorded in this file is displayed on the screen at the end of the import session.

Printing a Physical Count Worksheet

Use the *Worksheet* selection to print a Physical Count Worksheet.

"Normal" Physical Count

If you specified the "Normal" physical count method in *Control Information*, the worksheet is printed from the *Reports* menu in I/C. The *Physical Count* menu is not available when a "Normal" count method is specified in the Control Information. Refer to the chapter titled Physical Count Worksheet for instructions on printing the Physical Count Worksheet for a "Normal" physical count.

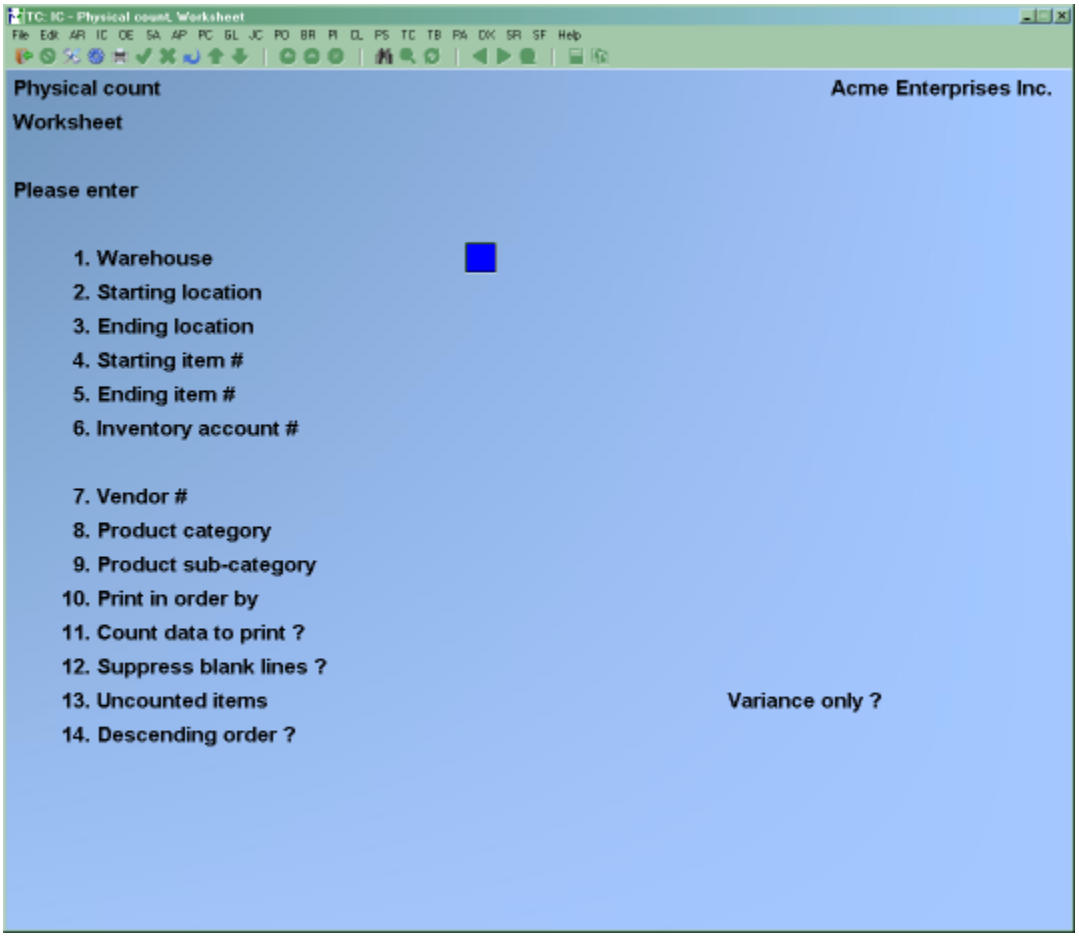
"Expanded" Physical Count

If you specified the "Expanded" physical count method in *Control information*, the worksheet lists the inventory items with physical count transactions by location or item number within a selected warehouse. Serial numbers and lot numbers may be optionally printed. You can use this worksheet to do an actual physical count. Please note that if you do not run the *Create suspension* selection, then the report will show nothing. Only items with count sheet transactions (which are created using *Create suspension*) are included in the report.

This selection is also used after actual counts have been entered to show variances in quantity and cost between the suspended on-hand quantities and the actual physical counts. This report also highlights transactions for which no actual counts are entered.

From the *Physical count* menu, select *Worksheet*.

The screen displays as follows:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Warehouse" field and all field numbers will be one less than the numbers shown.

Enter the information as follows:

[?] 1. Warehouse

(This field displays only if you use multi-warehousing)

Enter the warehouse code for which you want the worksheet printed, or use the option:

Option: **[Enter]** for the "Central" warehouse

2. Starting location
3. Ending location

Enter the range of locations of the items for which the worksheet is to be printed. Follow the screen instructions.

[?] 4. Starting item #

[?] 5. Ending item #

Enter the range of item numbers for which the worksheet is to be printed. Follow the screen instructions.

[?] 6. Inventory account #

Enter the inventory account for which to print the worksheet, or use one of the options:

Options: **[F1]** for the default inventory account

[F2] to scan through the inventory accounts on file

[Enter] for "All" inventory accounts.

[?] 7. Vendor number

Enter the vendor number to print the worksheet for only one vendor, or use the option:

Option: **[F1]** to print the worksheet for "All" vendors

[?] 8. Product category

Enter the product category to print the worksheet for only one product category, or use the option:

Option: **[F1]** to print the worksheet for "All" categories

9. Product sub-category

Enter the product sub-category to print the worksheet for only one product sub-category, or use the option:

Option: **[F1]** to print the worksheet for "All" sub-categories

10. Print in order by

Enter the letter corresponding to the order in which you wish to print the report:

D Description
I Item No.
L Location
Q Quantity variance
V Value variance

11. Count data to print?

Enter the character which corresponds to the amount of quantity information to be printed.

Enter **N** for "None" to omit printing of all actual count quantities. Underlines are printed on the worksheet, for recording the actual count figures while taking the physical count.

Enter **A** for "Actual" to show the total actual counted quantity for each item as entered in the physical count transaction. The suspended on-hand quantity is also printed for each item.

Enter **V** for "Actual/variance" to show the total actual counted quantity, suspended on-hand quantity, and unit cost for each item. The difference between the suspended and actual quantity is shown as a quantity and cost variance. The variance prints as a negative amount if the counted quantity is less than the suspended quantity.

If either **A** or **V** is specified, "**Not counted**" prints on the report for an item if no counted quantities have been entered.

In addition, for **A** or **V** type reports, serial numbers cannot be printed for serialized items.

12. Suppress blank lines?

Answer **Y** to eliminate blank lines between items on the worksheet. Answer **N** if you wish one line to be skipped prior to printing an item on the worksheet.

13. Uncounted items

Enter the letter corresponding to the way uncounted items should be handled on the report. The choices are:

- **D** Don't print uncounted items
- **O** Only print uncounted items
- **Z** Treat uncounted items as having zero quantity

If **D** is selected, items which are on the count, but have had no actual counts entered will not be reported.

If **O** is selected, only items which are on the count, but have not had actual counts entered will be reported.

If **Z** is selected, all items which are on the count will be reported, and any items which have not yet had actual counts entered will be assumed to have a zero count.

Variance only?

Answer **Y** to report only variances. The actual count quantity entered is compared to the suspended (expected) quantity. If they do not match, then the item is printed. If they do match, the item is not printed.

Answer **N** to ignore any variance when generating the report.

14. Descending order?

(If you entered **L** for "by location" or **I** for "by item" in the **Print in order by** field, this field will display "(n/a)".)

Enter **Y** to display the report in descending order of the value or quantity variance as determined in the **Print in order by** field.

Enter **N** to display the report in the default increasing order of the value or quantity variance as determined in the **Print in order by** field.

15. Serial/lot data to print

(This field displays only if you specified **N** "None" for **Count data to print?**)

Enter **S** to show the serial numbers with an "unsold" status on the worksheet for serialized items with physical count transactions. Each "unsold" serial number and its "reference" text is printed for serialized items. In addition, "committed" or "loaned" is printed for applicable serial numbers.

Enter **L** to show the individual lot numbers and "Reference" text on the worksheet for lot-controlled items.

Enter **B** to show both "unsold" serial numbers and individual lot numbers for the items.

Enter **N** for "None" if you do not wish either serial numbers or lot numbers printed on the worksheet.

15. Print lot numbers?

(This field displays only if you specified **A** "Actual" or **V** "Actual/Variance" for **Count data to print?**)

Answer **Y** to show the individual lot numbers and "Reference" text on the worksheet for lot-controlled items. Answer **N** if you do not want the lot numbers to print.

If you answer **Y** and you have selected to print actual counts, the suspended on-hand quantity, counted quantity, and variance information are shown for each lot number.

If you answer **N**, no individual lot number information is printed.

16. Print quantities on hand?

(This field displays only if you specified **N** "None" for **Count data to print?**)

Answer **Y** if you want the expected quantity on hand from the suspended count printed on the report. This value is taken at the time of the suspension from the item's status record.

Sample printouts of the Physical Count Worksheet are included at the back of this chapter, one showing the worksheet without actual counts and one with actual counts and variances.

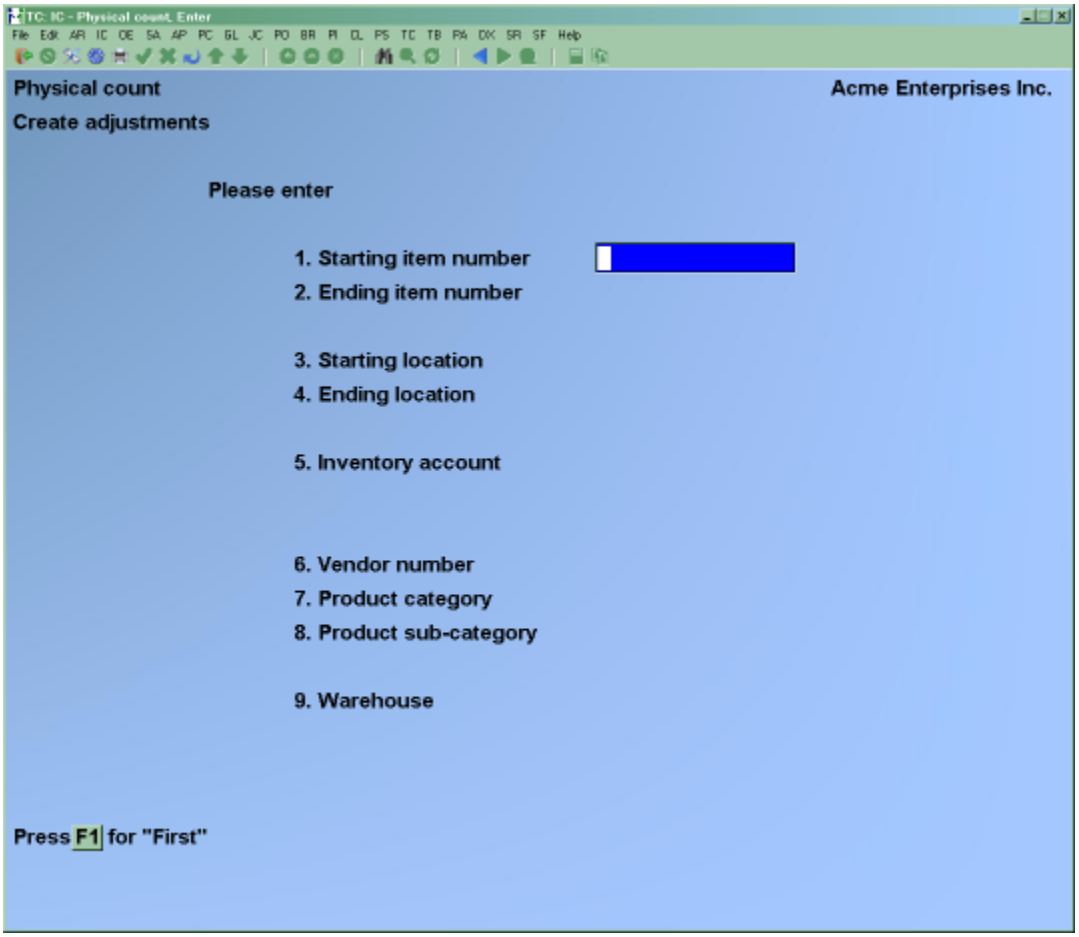
The suspension date entered when the transactions were created is printed at the top of the worksheet. If you selected to print actual counts and the transactions were created with different suspension dates, the suspension date of the first item printed is shown at the top of the worksheet. Dates that are different are printed below the item number to which they relate.

Creating Adjustment Transactions

Use this selection to automatically create upward or downward inventory adjustment transactions from selected physical count transactions. This selection compares the inventory totals entered for the physical count to the suspended values created with *Create suspension*.

Select *Create adjustments* from the *Physical count* menu.

The screen displays as follows:



Enter the information as follows:

[?] 1. Starting item number
[?] 2. Ending item number

Enter the range of item numbers for which physical count adjustments are to be created. Follow the screen instructions.

3. Starting location
4. Ending location

Enter the range of locations of the items for which physical count adjustments are to be created. Follow the screen instructions.

[?] 5. Inventory account #

Enter the inventory account for which to create the physical count transactions, or use one of the options:

Options: **[F1]** for the default inventory account (in the I/C Control file)

[F2] to scan through the inventory accounts on file

[Enter] for "All" inventory accounts

[?] 6. Vendor number

Enter the vendor number to create physical count adjustments for only one vendor, or use the option:

Option: [F1] to create adjustments for "All" vendors

[?] 7. Product category

Enter the product category to create physical count adjustments for only one product category, or use the option:

Option: [Enter] to create adjustments for "All" categories

[?] 8. Product sub-category

Enter the product sub-category to create physical count adjustments for only one product sub-category, or use the option:

Option: [F1] to create adjustments for "All" sub-categories

[?] 9. Warehouse

(This field appears only if you are using multi-warehousing).

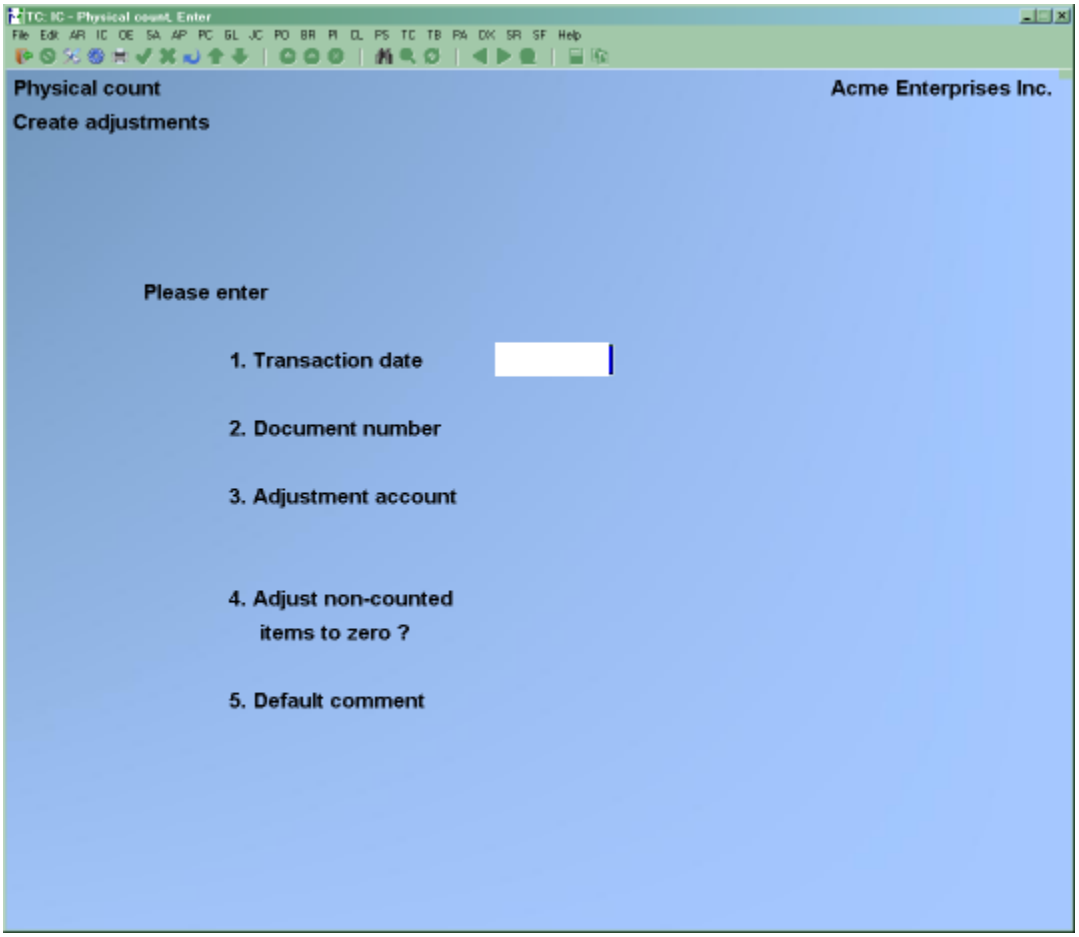
Enter the warehouse code for which you want physical count adjustments created, or use one of the options:

Options: [Enter] for the "Central" warehouse

[F1] for "All" warehouses

If transactions are found in the Inventory Transaction file, the message displays "Inventory transactions are on file - Proceed?" Answer **Y** to continue, or press **[Enter]** to default to **N** to cancel the creation process.

If inventory transactions are not on file, or if you elect to proceed, the screen displays as follows:



Enter the information on this screen as follows:

1. Transaction date

Enter the date to be used as the transaction date for the adjustment transactions.

2. Document number

Enter the document number to be used for the adjustment transactions, or use the option:

Option: [Enter] to default to "PHYS-COUNT"

[?] 3. Adjustment account

Enter the number of the G/L account to be used for adjustments. The account number entered must be a valid General Ledger account number.

4. Adjust non-counted items to zero?

Answer **Y** to create adjustments for items whose physical count transactions do not have actual counts entered. Otherwise, answer **N**.

If you answer **Y**, adjustments are created in the amount necessary to adjust the item's "suspended" on-hand quantity to zero.

If you answer **N**, adjustment transactions are not created for items if actual counts are not entered.

5. Default comment

Enter the comment to be used as a default comment for the adjustment transactions, or use the option:

Option: [Enter] to leave this field blank

The default comment is used only if the physical count transaction does not already have a comment entered.

6. Mark adjustments as corrections?

(This field appears only if General Ledger is installed.)

Answer **Y** if adjusting the inventory transactions created to be marked as adjusting entries for distributions to the General Ledger.

Make changes as usual.

You are asked "OK to create adjustments?" Answer **Y** to create adjustment transactions for those items whose actual counts differ from the "suspended" on-hand quantity.

An upward adjustment is created for an item if the actual count is greater than the "suspended" on-hand quantity. A downward adjustment is created if the actual count is less than the "suspended" on-hand quantity.

If specified, adjustment transactions are also created for items which have no actual count quantities entered. The adjustment is created in the amount necessary to set the quantity on-hand for the item to zero.

No adjustment is created for an item whose actual count is the same as its suspended quantity on-hand.

Physical count transactions are then deleted for all items within the range specified, including those with actual counts for which adjustments were not created, as well as those without actual counts entered.

The adjustment transactions are not automatically posted. They may be edited as required and posted, using the *Inventory* selection.

If adjustments were created for serialized or lot-controlled items, use *Inventory (Enter)* to enter the actual serial numbers which are to be adjusted up or down for the item. If the adjustments are posted using *Inventory (Post)*, all post-able adjustments will be posted, leaving the adjustments requiring the entry of serial numbers or lot control information. Use *Inventory (Enter)* to enter this additional required information.

Continuing Operations During Physical Count

Read this section if you wish to continue computer processing or movement of physical goods which affects on-hand inventory levels for items that are being counted.

The procedures outlined below allow you to produce an accurate period-end valuation, even though your quantities or costs may have changed while you were counting.

Using Historical Quantity on Valuation Report

This is the method recommended for companies valuing their inventory based on the average or replacement cost.

Normal processing can continue after the physical count is complete. When count adjustments are posted, they use the current average cost (if using average cost inventory), therefore any inventory transactions which affect the current average cost of the inventory will also affect the valuation of the inventory on the valuation report, even if historical quantities are used. Normally, this variation is acceptable for inventory valuation. If this variation in the calculated inventory value is not acceptable, transactions which affect the cost of inventory items cannot be processed until all inventory adjustments are complete and posted. Consult with your accountant to determine if this method is appropriate for your business.

If valuation is done on replacement cost, then receivings done after the inventory count, but prior to printing the valuation report may affect the replacement cost of inventory, and thus affect the inventory valuation.

Using Historical Cost on Valuation Report

Normal processing can continue after the physical count is complete, including transactions which affect the average cost of the inventory.

Using this method, the valuation report calculates the true average cost of the inventory based on the historical cost of the inventory from the inventory history file.

NOTE: The historical inventory cost is calculated in order of document date in the

inventory transaction history file. For this reason, the inventory cost may calculate an un-expected cost due to incorrectly applied adjustments which are back-dated, or due to purging of the inventory history file. An example of this is correcting a receiving cost by adjusting for the full amount received after some of the items have been sold (See "To Correct Receiving Costs" in the Chapter titled Inventory for details).

Saving Inventory Files

If you plan to continue normal operations during the counting period, but wish to be able to print a final Valuation Report without using historical quantities or costs, follow the steps outlined below.

This option may be used if you are aware of problems with the historical inventory transactions due to a system failure, or other event which may have corrupted the file. This option requires someone who is familiar with the Operating System which Samco is running and the configuration of company data files in the file system.

If the files being copied are exported using file utilities (instead of using the appropriate Operating System copy commands), keep in mind that several copies of the files are required. To accomplish this under a DOS or Windows operating system, the exported files would have to be exported to diskette, or exported to the harddrive (or network drive) and copied manually to a save area. Under a UNIX or Linux operating system, a different device letter can be assigned for each copy, and the exported files will then be assigned a filename of *X*:*CCFFFFFF*.EXP, where *X* is the device exported to, *CC* is the company ID, and *FFFFFF* is the name of the file being exported.

If using the export method, the files must then be restored when required using the import facility of the file utilities. When using the Import option, you will be asked if you wish to "Add" or "Create". You must select the "Create" option to replace all records currently in the data file.

A) After creating the physical count transactions using *Physical count (Create suspension)*, save a copy of these files:

   Item file (ITMFIL)
   Status file (STAFIL)
   Serial file (ICSERF)
   Layer file (LAYFIL) - only if using LIFO or FIFO valuation.

B) After entering, verifying, and correcting the actual count data for the physical count transactions, save **separate** copy of these files.

   Item file (ITMFIL)
   Status file (STAFIL)
   Serial file (ICSERF)

Layer file (LAYFIL) - only if using LIFO or FIFO valuation.
Physical Count Transaction file (ICPHXF).

Then load the files that were saved in step A back onto your system. Run *Physical Count (Create adjustments)* and post the adjustments using *Inventory (Post)* (steps 15 & 16).

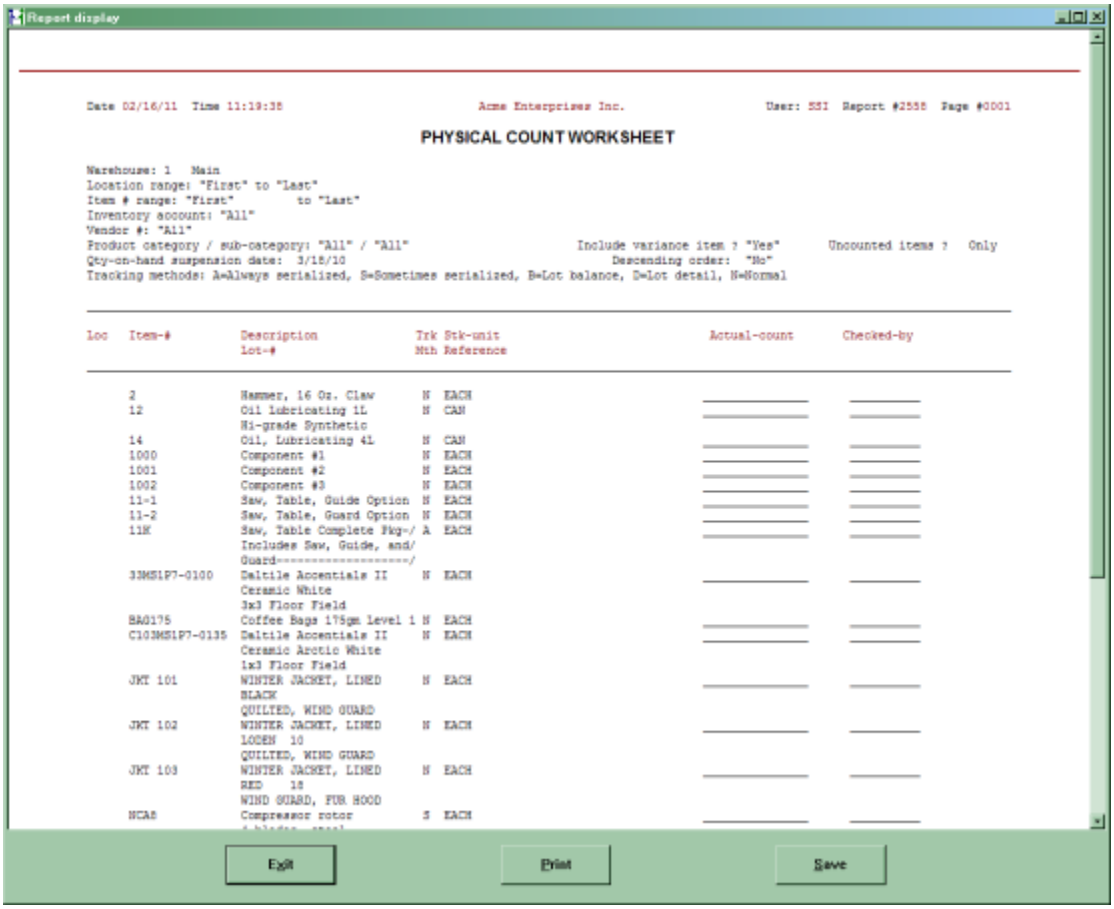
C) After posting the adjustment transactions, run the Valuation report using *Reports (Valuation report)*. This reports your inventory value as of the end of the period.

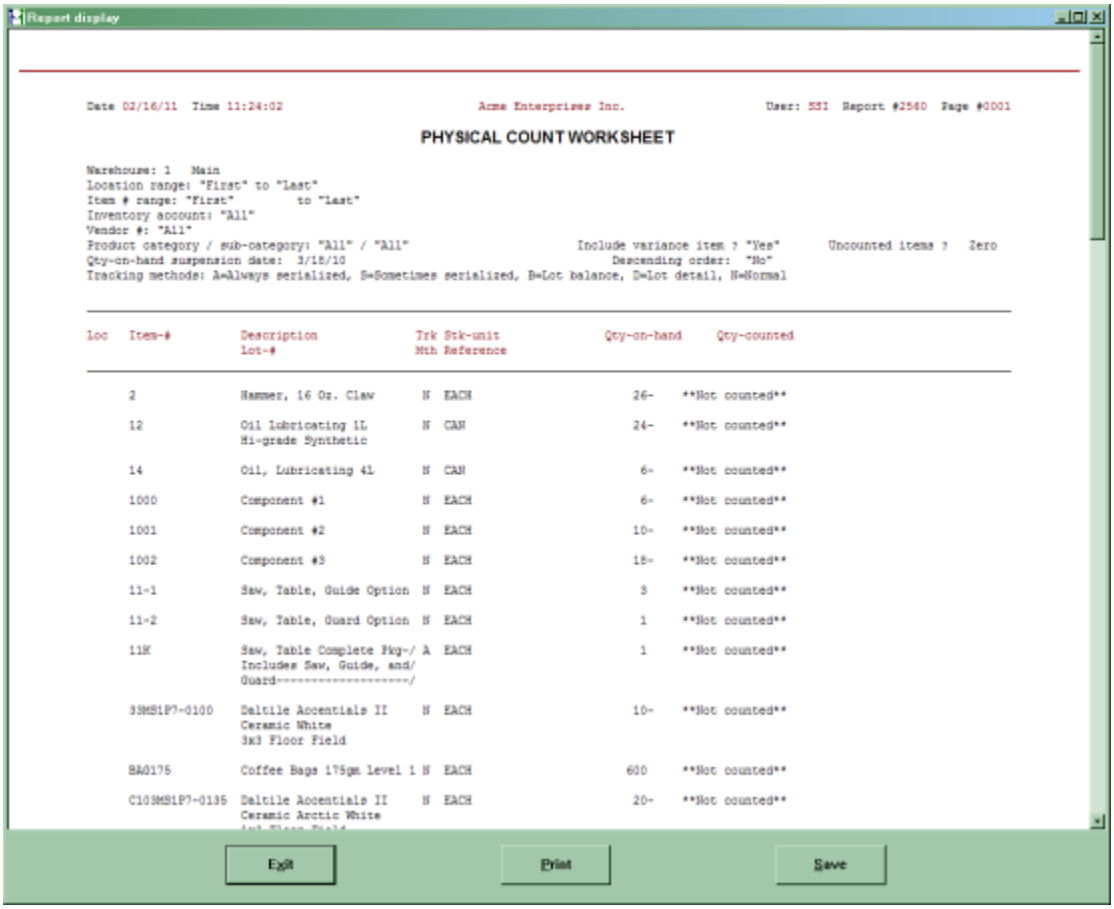
If you think you may need to reprint this exact report at some other time, save the Item, Status, and Layer files again (to a third area). Then, if you need to reprint the valuation report, save the "live" files, and replace them with these saved files to run the report, then restore the "live" files back onto the system.

D) Load the four files that were saved in Step B back on to your system and continue with step 15 & 16. These two steps need to be run again to apply the adjustments to the live system.

You now have current, adjusted inventory available for reporting.

Note that the value of the adjustments posted in step C would be different than those posted in step D because of cost changes. If this difference is considered an "end of period" adjustment for the prior period, then add this difference to the Valuation report run in step C to arrive at a final "end of period" value.


Report display
Date 02/16/11 Time 11:19:38 Acme Enterprises Inc. User: SSI Report #2555 Page #0001
PHYSICAL COUNT WORKSHEET
Warehouse: 1 Main
Location range: "First" to "Last"
Item # range: "First" to "Last"
Inventory account: "All"
Vendor #: "All"
Product category / sub-category: "All" / "All"
Include variance item ? "Yes"
Uncounted items ? Only
Qty-on-hand suspension date: 3/18/10
Descending order: "No"
Tracking methods: A=Always serialized, S=Sometimes serialized, B=Lot balance, D=Lot detail, N=Normal
Loc Item-# Description Lot-# Trk Mth Stk-unit Reference Actual-count Checked-by
2 Hammer, 16 Oz. Claw N EACH
12 Oil lubricating 1L Hi-grade Synthetic N CAN
14 Oil, Lubricating 4L N CAN
1000 Component #1 N EACH
1001 Component #2 N EACH
1002 Component #3 N EACH
11-1 Saw, Table, Guide Option N EACH
11-2 Saw, Table, Guard Option N EACH
11K Saw, Table Complete Pkg-/ Includes Saw, Guide, and/ Guard A EACH
33MS1P7-0100 Daltile Accentials II Ceramic White 3x3 Floor Field N EACH
BAG175 Coffee Bags 175gm level 1 N EACH
C103MS1P7-0135 Daltile Accentials II Ceramic Arctic White 1x3 Floor Field N EACH
JKT 101 WINTER JACKET, LINED BLACK QUILTED, WIND GUARD N EACH
JKT 102 WINTER JACKET, LINED LODEN 10 QUILTED, WIND GUARD N EACH
JKT 103 WINTER JACKET, LINED RED 18 WIND GUARD, FUR HOOD N EACH
NCA8 Compressor rotor S EACH
Exit
Print
Save


Report display
Date 02/16/11 Time 11:24:02 Acme Enterprises Inc. User: SSI Report #2560 Page #0001
PHYSICAL COUNT WORKSHEET
Warehouse: 1 Main
Location range: "First" to "Last"
Item # range: "First" to "Last"
Inventory account: "All"
Vendor #: "All"
Product category / sub-category: "All" / "All"
Include variance item ? "Yes"
Uncounted items ? Zero
Qty-on-hand suspension date: 3/18/10
Descending order: "No"
Tracking methods: A=Always serialized, S=Sometimes serialized, B=Lot balance, D=Lot detail, N=Normal
Loc Item-# Description Lot-# Trk Mth Stk-unit Reference Qty-on-hand Qty-counted
2 Hammer, 16 Oz. Claw N EACH 26- **Not counted**
12 Oil Lubricating 1L Hi-grade Synthetic N CAN 24- **Not counted**
14 Oil, Lubricating 4L N CAN 6- **Not counted**
1000 Component #1 N EACH 6- **Not counted**
1001 Component #2 N EACH 10- **Not counted**
1002 Component #3 N EACH 18- **Not counted**
11-1 Saw, Table, Guide Option N EACH 3 **Not counted**
11-2 Saw, Table, Guard Option N EACH 1 **Not counted**
11K Saw, Table Complete Pkg-/ Includes Saw, Guide, and/ Guard----------/ A EACH 1 **Not counted**
33MS1P7-0100 Daltile Accentials II Ceramic White 3x3 Floor Field N EACH 10- **Not counted**
BA0175 Coffee Bags 175gm Level 1 N EACH 600 **Not counted**
C103MS1P7-0135 Daltile Accentials II Ceramic Arctic White N EACH 20- **Not counted**
Exit
Print
Save

Chapter 29

ABC Analysis

This analysis report shows the dollar value of sales volume, year-to-date cost of the items sold, and year-to-date gross margin (sales minus costs) for each item.

This report separates items into three value classes by percentage: the top percentage (code A) of inventory value, the middle percentage (code B) of inventory value, and the bottom percentage (code C) of inventory value. The separation may be based on sales, cost, or margin.

The ABC codes are based on percentages. In a typical business, a large percentage of total sales are based on a small percentage of the items that are carried in inventory.

For example, it would not be unusual for 20% of your inventory items to account for 80% of your sales volume. These items are your "A" items.

Continuing this example, you might find that another 20% of your inventory items account for 15% of your sales volume. These are the "B" items.

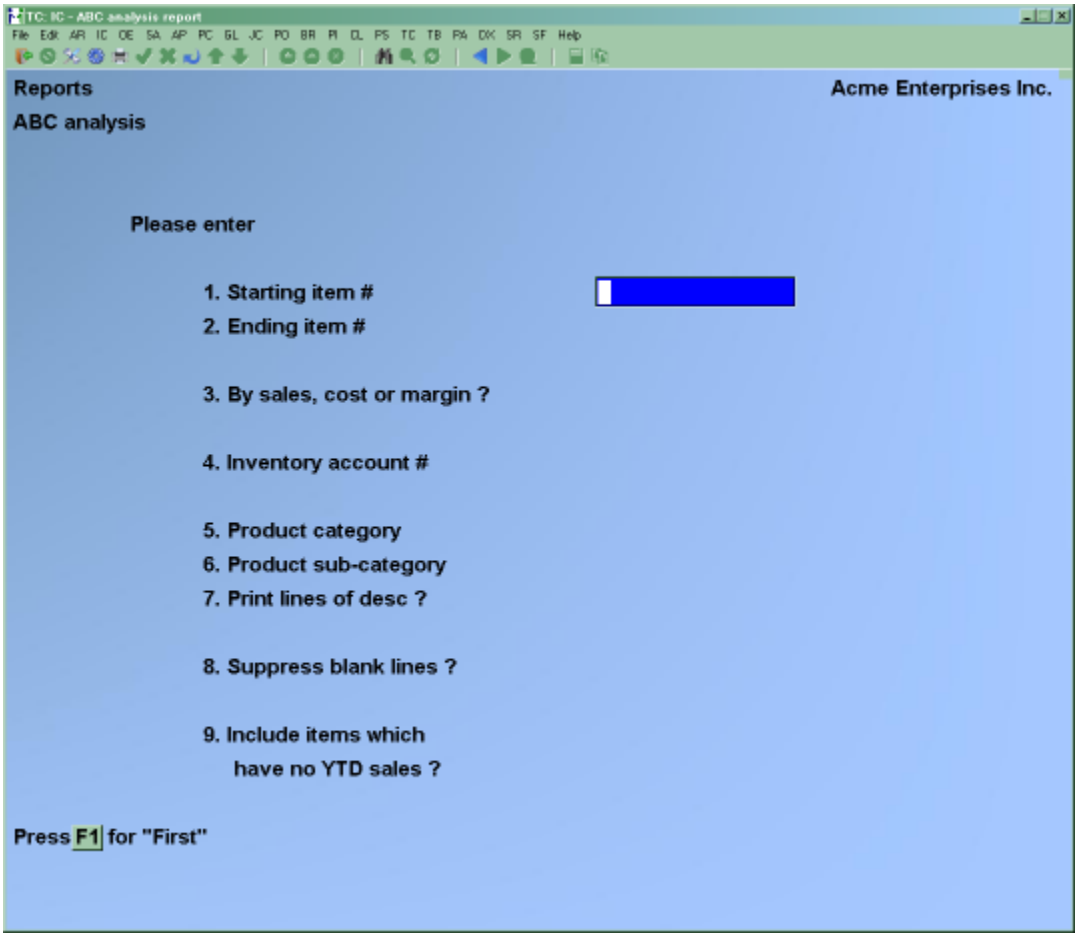
Finally, the remaining 60% of your inventory items account for 5% of your sales volume. These are the "C" items.

"A" items are probably much more important to your business than "B" or "C" items. So you may want to keep tighter control over "A" items than "C" items.

To Begin

From the I/C menu, select *Reports*. Then from the *Reports* menu, select *ABC analysis*.

You then see:



Enter the information as follows:

[?] 1. Starting item #
[?] 2. Ending item #

Enter the range of item numbers to include on the report. Follow the screen instructions.

3. By sales, cost or margin?

Enter **S**, **C**, or **M** to analyze based on sales, cost, or margin.

If you enter **S**, code A will be those items with the highest year-to-date sales volume in dollars, code B will be those items in the middle range, and code C will be those in the lowest range.

If you enter **C**, the three codes (A, B and C) will be based on the total year-to-date cost of the items sold, in dollars.

If you enter **M**, the three codes (A, B and C) will be based on the year-to-date gross margin in dollars for each item (gross margin = sales minus cost).

[?] 4. Inventory account #

Enter the inventory account for which to print the report, or use one of the options:

Options: **[F1]** for the default inventory account from the I/C Control file

[F2] to scan through the inventory accounts on file

[Enter] for "All" inventory accounts. Items will be grouped by inventory account.

[?] 5. Product category

Enter the category to print the report for only one product category, or use the option:

Option: **[F1]** to include items for "All" categories

[?] 6. Product sub-category

Enter the sub-category to print the report for only one product sub-category, or use the option:

Option: **[F1]** to include items for "All" sub-categories

7. Print 2nd line of desc?

Answer **Y** to print the second line of description. If you answer **N**, the second line of description is not printed.

8. Suppress blank lines?

Answer **Y** to eliminate blank lines between items on the report. Answer **N** if you wish to skip one line prior to printing each item.

9. Include items which have no YTD activity?

Answer **Y** to include items with "Qty YTD" and "Sales YTD" of zero. Answer **N** to exclude inactive items.

On the second screen which appears, enter information as follows:
Code A - top %

Enter the percentage of sales, cost, or margin that will define the top (A) percentage.

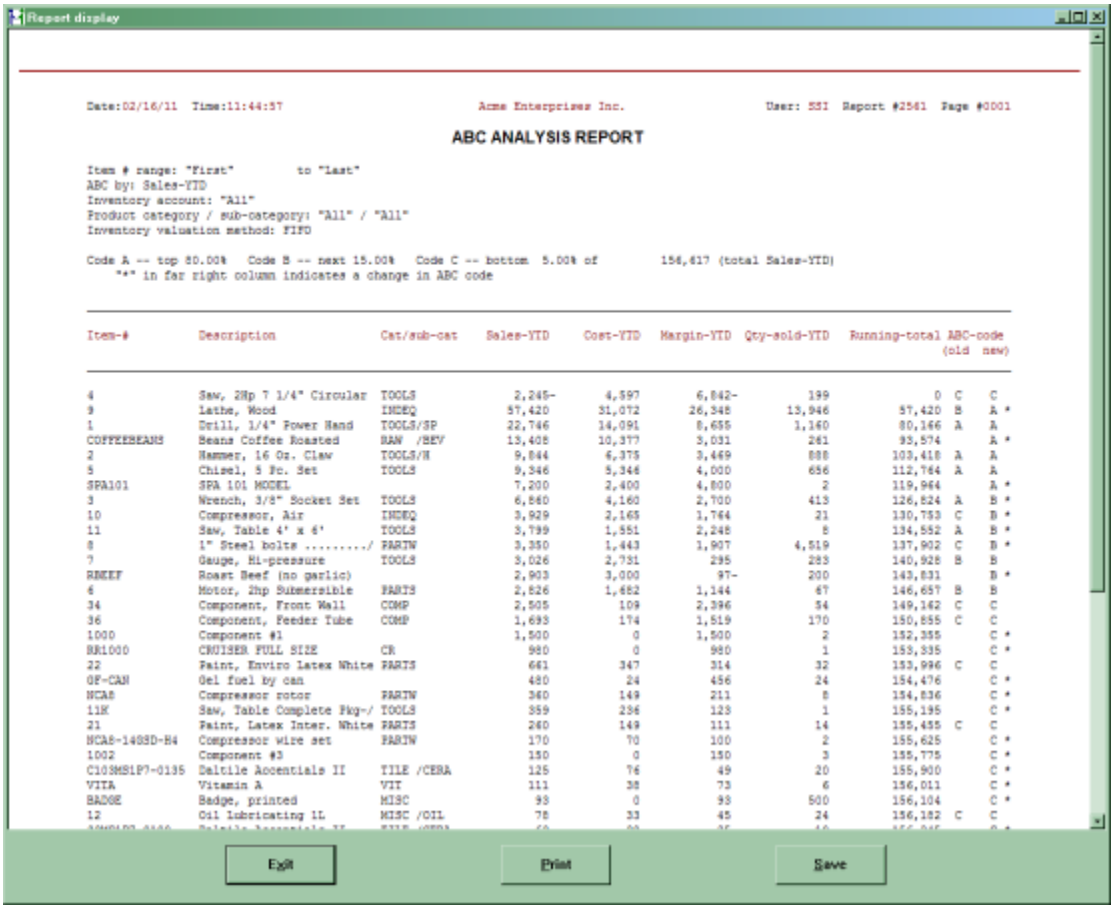
Code C - bottom %

Enter the percentage of sales, cost, or margin that will define the bottom (C) percentage.

After the report is printed, you are asked if you wish to reset the ABC codes for these items to their new values.

If you answer Y, the ABC code for each item printed is set to the new calculated A, B, or C value.

Here is a sample printout of the ABC Analysis Report.


Report display
Date:02/16/11 Time:11:44:57 Acme Enterprises Inc. User: SSI Report #2561 Page #0001
ABC ANALYSIS REPORT
Item # range: "First" to "Last"
ABC by: Sales-YTD
Inventory account: "All"
Product category / sub-category: "All" / "All"
Inventory valuation method: FIFO
Code A -- top 80.00% Code B -- next 15.00% Code C -- bottom 5.00% of 156,617 (total Sales-YTD)
"*" in far right column indicates a change in ABC code
Item-# Description Cat/sub-cat Sales-YTD Cost-YTD Margin-YTD Qty-sold-YTD Running-total ABC-code (old new)
4 Saw, 2Hp 7 1/4" Circular TOOLS 2,245- 4,597 6,842- 199 0 C C
9 Lathe, Wood INDEQ 57,420 31,072 26,348 13,946 57,420 B A *
1 Drill, 1/4" Power Hand TOOLS/SP 22,746 14,091 8,655 1,160 80,166 A A
COFFEEBEANS Beans Coffee Roasted RAW /BEV 13,408 10,377 3,031 261 93,574 A *
2 Hammer, 16 Oz. Claw TOOLS/H 9,844 6,375 3,469 888 103,418 A A
5 Chisel, 5 Pc. Set TOOLS 9,346 5,346 4,000 656 112,764 A A
SPA101 SPA 101 MODEL 7,200 2,400 4,800 2 119,964 A *
3 Wrench, 3/8" Socket Set TOOLS 6,860 4,160 2,700 413 126,824 A B *
10 Compressor, Air INDEQ 3,929 2,165 1,764 21 130,753 C B *
11 Saw, Table 4' x 6' TOOLS 3,799 1,551 2,248 8 134,552 A B *
8 1" Steel bolts ...../ PARTW 3,350 1,443 1,907 4,519 137,902 C B *
7 Gauge, Hi-pressure TOOLS 3,026 2,731 295 283 140,928 B B
RBEEF Roast Beef (no garlic) 2,903 3,000 97- 200 143,831 B *
6 Motor, 2hp Submersible PARTS 2,826 1,682 1,144 67 146,657 B B
34 Component, Front Wall COMP 2,505 109 2,396 54 149,162 C C
36 Component, Feeder Tube COMP 1,693 174 1,519 170 150,855 C C
1000 Component #1 1,500 0 1,500 2 152,355 C *
BR1000 CRUISER FULL SIZE CR 980 0 980 1 153,335 C *
22 Paint, Enviro Latex White PARTS 661 347 314 32 153,996 C C
GF-CAN Gel fuel by can 480 24 456 24 154,476 C *
NCA8 Compressor rotor PARTW 360 149 211 8 154,836 C *
11K Saw, Table Complete Pkg-/ TOOLS 359 236 123 1 155,195 C *
21 Paint, Latex Inter. White PARTS 260 149 111 14 155,455 C C
NCA8-1483D-B4 Compressor wire set PARTW 170 70 100 2 155,625 C *
1002 Component #3 150 0 150 3 155,775 C *
C103MS1F7-0135 Daltile Accentials II TILE /CERA 125 76 49 20 155,900 C *
VITA Vitamin A VIT 111 38 73 6 156,011 C *
BADGE Badge, printed MISC 93 0 93 500 156,104 C *
12 Oil lubricating 1L MISC /OIL 78 33 45 24 156,182 C C
Exit
Print
Save

Building business and technology relationships.

Chapter 30

Inventory Analysis Report

Use this selection to print a report showing rates of movement for items based on past performance. The report allows you to focus on fast or slow moving items, and on potentially under-stocked or overstocked items, in order to make better merchandising and purchasing decisions.

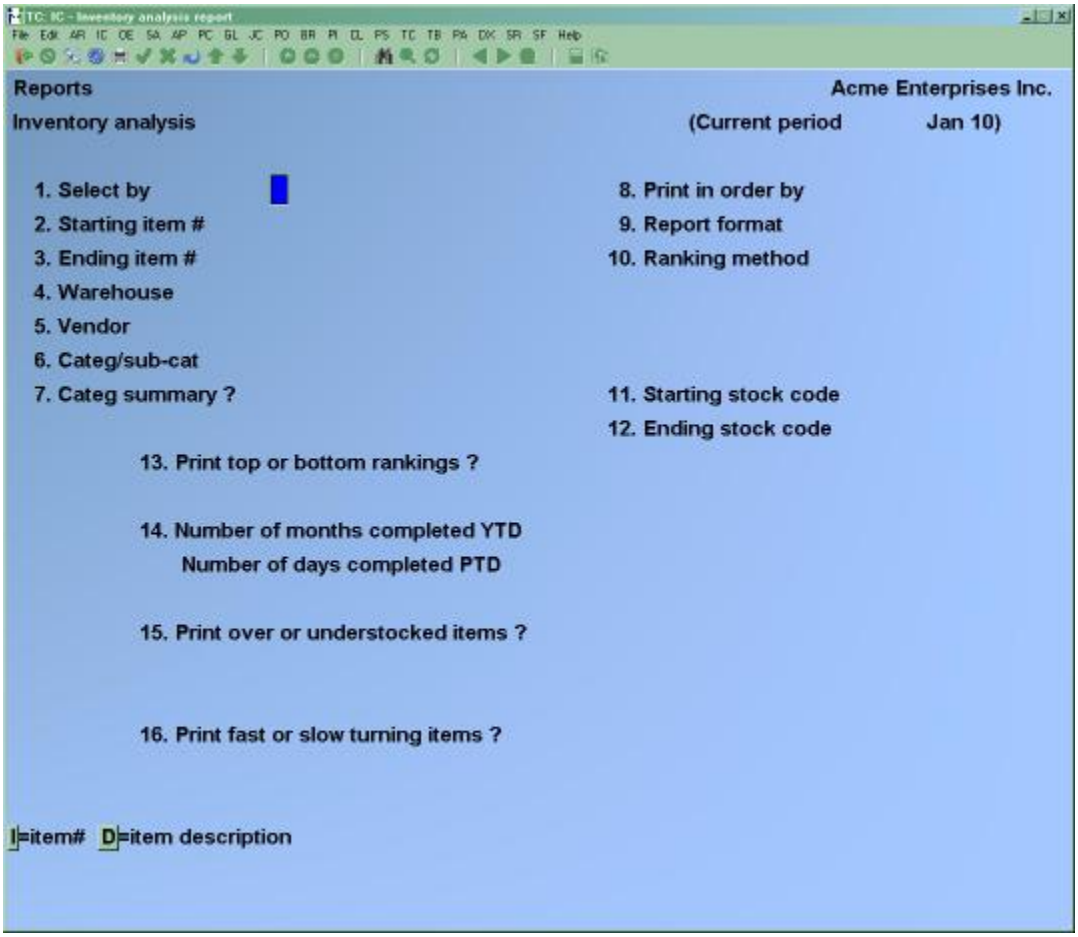
The report can be printed in category/item order or in order by one of several ranking methods. Examples of some possible ranking methods are inventory value, period-to-date sales, and quantity sold last December.

To illustrate one method of running this report, you may print the report for the top-ranked 30% of your items, based on sales YTD, that will run out of stock in the month. Another report could be printed, showing the top-ranked 20% of your items, based on current inventory value, that have more than two months of supply on hand and fewer than 20 turns annually.

To Begin

From the I/C menu, select *Reports*. Then from the *Reports* menu, select *Inventory analysis*.

You then see:



Using a Saved Report Screen

If a report screen was saved previously when using this selection, that screen is displayed automatically. Note that "Number of months completed YTD" and "Number of days completed PTD" are automatically updated to reflect the current date.

Use "Field number to change?" to make any necessary changes for the report to be printed. You may also press **[F1]** to clear the screen to enter a new report screen.

Entering a New Report Screen

Enter the information for a new report screen as follows:

1. Select by

Enter **I** to select items by item # in the next to fields - *Starting/Ending item #.*

Enter **D** to select items by item description. The next two fields will change to *Starting/Ending desc.*

[?] 2. Starting item #
[?] 3. Ending item #

If you entered **I** to the *Select by* field above, enter the range of item numbers to be included in the report.

2. Starting desc.
3. Ending desc.

If you entered **D** to the *Select by* field above, enter the range of item descriptions to be included in the report.

[?] 4. Warehouse

If you are using multi-warehousing, enter the warehouse code for which you want the report printed, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] for "All" warehouses

If you are not using multi-warehousing, "Not applicable" displays for this field and an entry is not allowed.

[?] 5. Vendor

Enter the vendor number to print items for only one vendor or use the option:

Option: **[F1]** to include items for "All" vendors

[?] 6. Categ/sub-cat

Enter the product category and sub-category to print items for only one category and/or sub-category, or use the option:

Option: **[F1]** to include "All" categories and/or sub-categories

7. Categ summary?

Answer **Y** to print only subtotals for the categories specified above. No item detail will print.

8. Print in order by

Enter **C** to print the report in item order within each category.

Enter **I** to print the report in item order, regardless of the category.

Enter **R** to print the item information in descending rank order, based on the ranking entries in **Ranking method** field.

Note that items can be ranked even if you elect to print the report in category/item order. Similarly, if you select to print the report in rank order, and have requested the category summary in field number 6, the report will show categories in order of rank.

9. Report format

Enter **F** to print a full format report, including complete PTD and YTD analysis figures.

Enter **B** to print a brief format, which prints only one line per item and provide limited YTD figures without pennies or fractional quantities.

10. Ranking method

Enter the character corresponding to the method to be used for ranking the items printed on the report. Possible methods are:

Q	Quantity
S	Sales
C	Costs
P	Profit
N	None

The ranking method, in conjunction with the ranking basis below, determines the order in which the items will be ranked. Only items included in the report are ranked.

"None" is a valid entry only if you have specified a print order of category/item in the *Print in order by?* field.

Ranking basis

Enter the character that further defines the ranking field to be used for the report. Possible entries are:

C	Current-PTD
Y	YTD
O	On-hand (if method = Quantity or Cost)
P	Prior-period (if method = Quantity)

If you specified a ranking method of "Quantity", the **C**, **Y**, and **P** options (current-PTD, YTD, and prior-period) refer to quantity sold.

Note that selecting a ranking method of "Cost", with a ranking basis of "On-hand", produces a report with items ranked by inventory value.

If you selected a ranking method of "Quantity", and a ranking basis of "Prior period", an additional field appears:

[?] 11. Starting Stock Code
[?] 12. Ending Stock Code

You can enter a stock code or press [**F1**] for first and last.

For period how many months ago?

Specify which prior period to use by entering the number designating how many months (or periods) back that period occurred.

13. Top or bottom rankings?

Enter **T** or **B** to select printing of the top or bottom ranked items, or use the option:

Option: [F1] for "All" items

An entry is not allowed if you specified a ranking method of "None".

If you specify top or bottom, you are also asked to enter the percentage of the top or bottom items to print.

This option limits the items reported from the items actually selected, so you can concentrate on the upper or lower percentage of items.

14. Number of months completed YTD:

In order to project an accurate movement rate, it is necessary to know how far into the current period and year your sales information has been updated. Your entries for the fields here are used only to calculate the movement rates for the **Print over or under-stocked items?,** field and the **Print fast or slow turning items?,** field.

Enter the number of completed months which are included in year-to-date totals, and the total number of months (periods) in the year, or use the option:

Option: [Enter] to accept the displayed default values

Defaults display for the number of completed periods YTD only if you indicated in *Control information* that your periods are months.

The first time this report is printed, the default number of months displayed is based on a December year-end.

On subsequent reports, the default is based on the values entered the last time the report was printed (this default is stored in the I/C Control file, in a hidden field).

Number of days completed PTD

Enter the number of completed days of the current period which are included in period-to-date totals, and the total number of days in the period, or use the option:

Option: **[Enter]** to accept the displayed default values

Defaults display only if you have indicated in *Control information* that your periods are months. The number of days displayed as a default is based on the current date in relation to the period ending date in the I/C Control file.

15. Print over or understocked items?

The entry for this field determines which items print, based on quantities on hand and current movement rates, for the time period specified below.

Enter **O** for overstocked items, **U** for under-stocked items, or use the option:

Option: **[F1]** to include "All" items

If you enter **O** or **U** in the above field, an additional field appears:

Print if qty-on-hand will (not) last _____ months

Enter the number of months (or periods) to be used for evaluating your stock position. If you selected to print "Understock", an item will print if its movement rate (based either on quantity sold PTD or YTD) is such that its current quantity on hand will not last for the length of time you enter here.

If you selected to print "Overstock", an item will print if its current quantity on hand will last longer than the length of time you enter here.

An entry is not allowed in this field if you entered "All" for "Print over or under-stocked items?"

16. Print fast or slow turning items

The entry for this field determines which items will print, based on their average quantities on hand (in the Status file), current movement rates, and the turn rate specified below.

Enter **F** for fast, **S** for slow, or use the option:

Option: **[F1]** To include "All" items

If you enter **F** or **S** in the above field, an additional field appears:
Print annual turn rates more (less) than
The turn rate is the number of times per year that an item's average quantity on hand is sold.

If you selected to print fast turning items, an item will print if its turn rate (based either on quantity sold PTD or YTD) is greater than the value entered here.

If you selected to print slow turning items, an item will print if its turn rate is less than the value entered here.

An entry is not allowed in this field if you entered "All" for "Print fast or slow turning items?"

A sample of the Inventory Analysis Report is included at the end of this chapter.

Inventory Analysis Report Headings

The headings and information which print on the Inventory Analysis Report are described below:
Categ, Sub-cat, Item-#, Description

These fields are found in the Item file and are printed first if you specified to print the report in category/item order.

Rank

This is the assigned rank (1 is the highest) of this item with respect to all other items that are included on the report. Rank is printed first, instead of category and item number, if the report is printed in Rank order.

Value

This is the value on which the ranking is based. For example, if Sales YTD is the ranking method chosen, that amount prints here.

Current:

Qty-On-Hand, Qty-Commit, Qty-On-Order

These are the totals of this item for all applicable warehouses.

Retail-Val

This field is computed by multiplying the quantity on hand by the list price (Price-1). This is the potential sale amount to be realized if all on hand inventory is sold at list price.

Profit-Val

This field is computed by subtracting the cost of the on-hand inventory from the retail value. This is the potential profit to be realized if all on hand inventory is sold at list

price.

Pft-%

This is the potential gross profit margin based on Retail Value and Profit Value.

Period-To-Date/Year-To-Date:

Qty-Sold

This is the quantity sold PTD/YTD of this item based on the totals for all applicable warehouses.

Disc-Amt

This is the difference between the potential retail sales PTD/YTD and actual sales PTD/YTD. Potential retail sales PTD/YTD is the sale amount that would have been realized if the entire quantity PTD/YTD had been sold at list price.

Disc-%

This is the percentage of discount based on retail sales PTD/YTD and the discount amount.

Sales

This is the sales PTD/YTD for this item, based on the totals for all applicable warehouses.

Profit/Pft-%

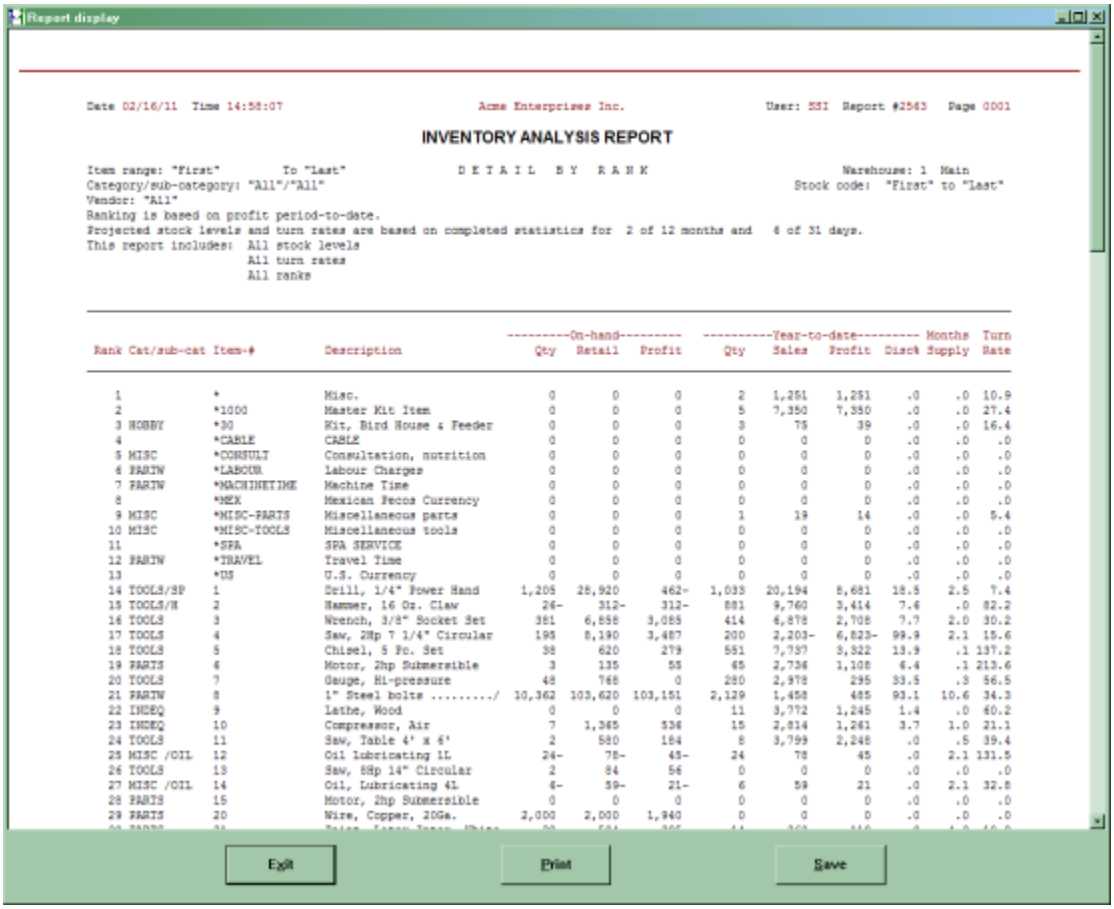
This is the difference between sales PTD/YTD and cost PTD/YTD for this item, based on the totals for all applicable warehouses.

Months Supply

This is the amount of time that the current quantity on hand will last, assuming an inventory movement rate based on quantity sold PTD/YTD.

Turn Rate

This is the number of times per year that the average quantity on hand will be sold, assuming an inventory movement rate based on quantity sold PTD/YTD.


Report display
Date 02/16/11 Time 14:58:07
Acme Enterprises Inc.
User: SSI Report #2563 Page 0001
INVENTORY ANALYSIS REPORT
Item range: "First" To "Last"
DETAIL BY RANK
Warehouse: 1 Main
Category/sub-category: "All"/"All"
Stock code: "First" to "Last"
Vendor: "All"
Ranking is based on profit period-to-date.
Projected stock levels and turn rates are based on completed statistics for 2 of 12 months and 6 of 31 days.
This report includes: All stock levels
All turn rates
All ranks
Rank Cat/sub-cat Item-# Description On-hand Qty Retail Profit Year-to-date Qty Sales Profit Disc% Months Supply Turn Rate
1 * Misc. 0 0 0 2 1,251 1,251 .0 .0 10.9
2 *1000 Master Kit Item 0 0 0 5 7,350 7,350 .0 .0 27.4
3 HOBBY *30 Kit, Bird House & Feeder 0 0 0 3 75 39 .0 .0 16.4
4 *CABLE CABLE 0 0 0 0 0 0 .0 .0 .0
5 MISC *CONSULT Consultation, nutrition 0 0 0 0 0 0 .0 .0 .0
6 PARTW *LABOUR Labour Charges 0 0 0 0 0 0 .0 .0 .0
7 PARTW *MACHINETIME Machine Time 0 0 0 0 0 0 .0 .0 .0
8 *MEX Mexican Pecos Currency 0 0 0 0 0 0 .0 .0 .0
9 MISC *MISC-PARTS Miscellaneous parts 0 0 0 1 19 14 .0 .0 5.4
10 MISC *MISC-TOOLS Miscellaneous tools 0 0 0 0 0 0 .0 .0 .0
11 *SPA SPA SERVICE 0 0 0 0 0 0 .0 .0 .0
12 PARTW *TRAVEL Travel Time 0 0 0 0 0 0 .0 .0 .0
13 *US U.S. Currency 0 0 0 0 0 0 .0 .0 .0
14 TOOLS/SP 1 Drill, 1/4" Power Hand 1,205 28,920 462- 1,033 20,194 8,681 18.5 2.5 7.4
15 TOOLS/H 2 Hammer, 16 Oz. Claw 26- 312- 312- 881 9,760 3,414 7.6 .0 82.2
16 TOOLS 3 Wrench, 3/8" Socket Set 381 6,858 3,085 414 6,878 2,708 7.7 2.0 30.2
17 TOOLS 4 Saw, 2Hp 7 1/4" Circular 195 8,190 3,487 200 2,203- 6,823- 99.9 2.1 15.6
18 TOOLS 5 Chisel, 5 Pc. Set 38 620 279 581 7,737 3,322 13.9 .1 137.2
19 PARTS 6 Motor, 2hp Submersible 3 135 55 45 2,736 1,108 6.4 .1 213.6
20 TOOLS 7 Gauge, Hi-pressure 48 768 0 280 2,978 295 33.5 .3 56.5
21 PARTW 8 1" Steel bolts ...../ 10,362 103,620 103,151 2,129 1,458 485 93.1 10.6 34.3
22 INDEQ 9 Lathe, Wood 0 0 0 11 3,772 1,245 1.4 .0 60.2
23 INDEQ 10 Compressor, Air 7 1,365 536 15 2,814 1,261 3.7 1.0 21.1
24 TOOLS 11 Saw, Table 4' x 6' 2 580 184 8 3,799 2,248 .0 .5 39.4
25 MISC /OIL 12 Oil Lubricating 1L 24- 78- 45- 24 78 45 .0 2.1 131.5
26 TOOLS 13 Saw, 8Hp 14" Circular 2 84 56 0 0 0 .0 .0 .0
27 MISC /OIL 14 Oil, Lubricating 4L 6- 59- 21- 6 59 21 .0 2.1 32.8
28 PARTS 15 Motor, 2hp Submersible 0 0 0 0 0 0 .0 .0 .0
29 PARTS 20 Wire, Copper, 20Ga. 2,000 2,000 1,940 0 0 0 .0 .0 .0
Exit
Print
Save

Chapter 31

Lot Numbers Report

Use this selection to print a report showing lot number information for a specified range of items, lot numbers, and either vendors or customers. The report may be printed in summary or detail.

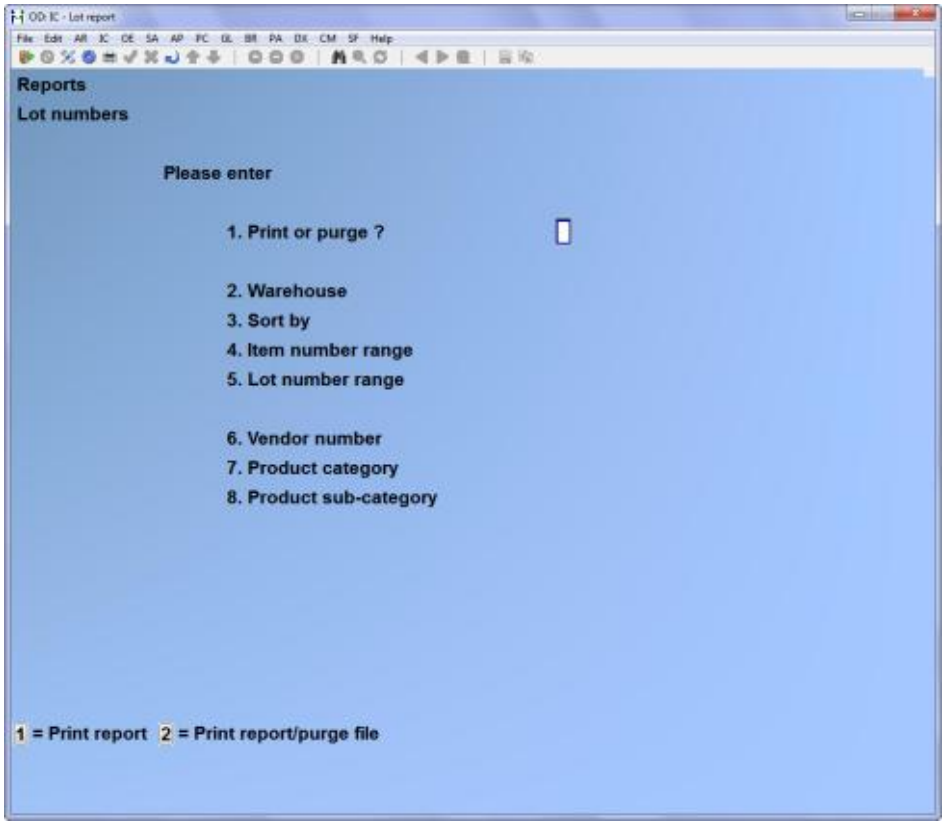
Purging Lot Numbers

This selection can also be used to purge zero-balance lots from the Serial file (Lots and Serial Numbers are stored in the same file).

To Begin

From the I/C menu, select *Reports*. Then from the *Reports* menu, select *Lot numbers*.

The screen displays as follows:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Warehouse" field and all following field numbers will be one less than the numbers shown.

Enter the information as follows:

1. Print or purge?

Enter **1** to print the report only, or enter **2** to purge the file and print a report of the lot number information that is purged.

[?] 2. Warehouse

If you are using multi-warehousing, enter the warehouse code for which you want lot-controlled items to be printed and/or purged, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] for "All" warehouses

[F2] for warehouse groups

3. Sort by

Options: [D] to sort by item description
[I] to sort by item #

[L] to sort by lot #

[?] 4. Item number range

Enter the range of item numbers you want displayed on the report or press [**F1**] for first and [**F1**] for last when prompted.

[?] 5. Lot number range

Enter the range of lot numbers you want displayed on the report or press [**F1**] for first and [**F1**] for last when prompted.

[?] 6. Vendor number

If you entered more than one item number above, enter the vendor number to include only lot-controlled items for a single vendor, or use the option:

Option: [F1] to include items for "All" vendors

If you entered more than one item number for "Starting item number" and "Ending item number", field numbers 6 and 7 appear as follows:

[?] 7. Product category

Enter the product category to include only lot-controlled items for a single category, or use the option:

Option: [F1] to include items for "All" categories

[?] 8. Product sub-category

Enter the product sub-category to include only lot-controlled items for a single sub-category, or use the option:

Option: [F1] to include items for "All" sub-categories

If you entered the same item number for "Starting item number" and "Ending item number", field numbers 6 and 7 appear as follows:

9. On-hand balances to print

Enter the character which corresponds to the current on-hand quantity of the lot numbers to be printed.

Enter **N** to print only lot numbers within the ranges specified which have non-zero on-hand quantities.

Enter **Z** to print only lot numbers within the ranges specified which have zero on-hand quantities.

Enter **A** to print all lot numbers within the ranges specified, regardless of their on-hand quantities.

10. Detail or summary

Enter **D** to print a detail report, or enter **S** for a summary report.

A summary report shows totals only for each lot number for the range of item numbers specified. A detail report also includes information on each transaction processed for lot numbers which have a tracking method of "lot detail".

If you enter **D** for "Detail or summary", you may print sales detail for one customer or a range of customers. Enter the information in field numbers 10 and 11 as follows:

[?] 11. Starting customer number
[?] 12. Ending customer number

Enter the range of customer numbers to be included in the report. Follow the screen instructions.

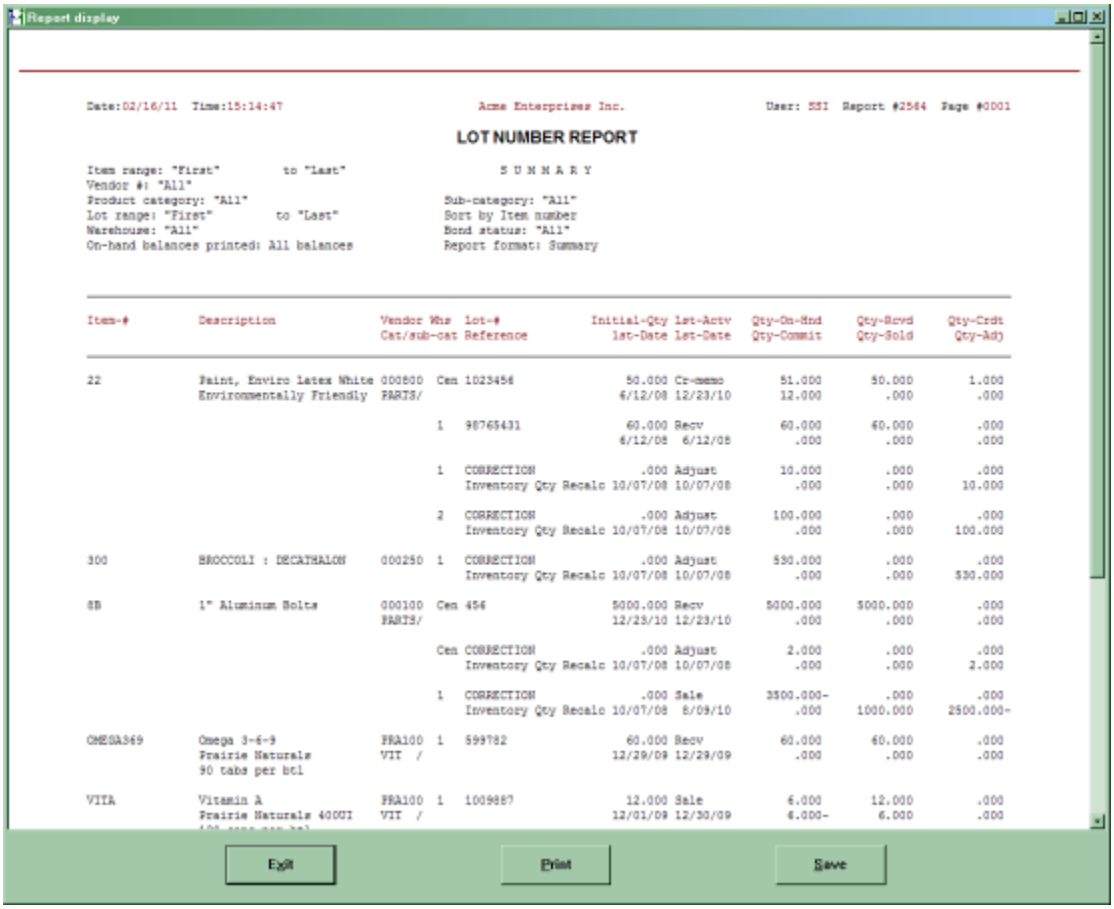
Make changes as usual.

If you specified "Print report" for field number 1, the Lot Numbers Report is printed. A sample of this report is included at the end of this chapter.

If you specified "Print report/purge file" for field number 1, the Lot Purge Audit List is printed instead of the Lot Numbers Report, showing detailed information on every lot number that is being removed from the file.

All records for lot numbers within the specified ranges are then purged from the Serial file. Lot number records for the specified warehouse(s) are purged only if the lot's quantity on hand and quantity committed are zero.

If you are using Kits, when lot numbers are purged for a parent item, any associated tracked component information is also purged.


Report display
Date:02/16/11 Time:15:14:47
Acme Enterprises Inc.
User: SSI Report #2564 Page #0001
LOT NUMBER REPORT
Item range: "First" to "Last"
S U M M A R Y
Vendor #: "All"
Product category: "All"
Sub-category: "All"
Lot range: "First" to "Last"
Sort by Item number
Warehouse: "All"
Bond status: "All"
On-hand balances printed: All balances
Report format: Summary
Item-# Description Vendor Whs Lot-# Initial-Qty Lst-Actv Qty-On-Hnd Qty-Rcvd Qty-Crdt
Cat/sub-cat Reference lst-Date lst-Date Qty-Commit Qty-Sold Qty-Adj
22 Paint, Enviro Latex White 000800 Cen 1023456 50.000 Cr-memo 51.000 50.000 1.000
Environmentally Friendly PARTS/ 6/12/08 12/23/10 12.000 .000 .000
1 98765431 60.000 Recv 60.000 60.000 .000
6/12/08 6/12/08 .000 .000 .000
1 CORRECTION .000 Adjust 10.000 .000 .000
Inventory Qty Recalc 10/07/08 10/07/08 .000 .000 10.000
2 CORRECTION .000 Adjust 100.000 .000 .000
Inventory Qty Recalc 10/07/08 10/07/08 .000 .000 100.000
300 BROCCOLI : DECATHALON 000250 1 CORRECTION .000 Adjust 530.000 .000 .000
Inventory Qty Recalc 10/07/08 10/07/08 .000 .000 530.000
8B 1" Aluminum Bolts 000100 Cen 456 5000.000 Recv 5000.000 5000.000 .000
PARTS/ 12/23/10 12/23/10 .000 .000 .000
Cen CORRECTION .000 Adjust 2.000 .000 .000
Inventory Qty Recalc 10/07/08 10/07/08 .000 .000 2.000
1 CORRECTION .000 Sale 3500.000- .000 .000
Inventory Qty Recalc 10/07/08 8/09/10 .000 1000.000 2500.000-
OME3A369 Omega 3-6-9 FRA100 1 599782 60.000 Recv 60.000 60.000 .000
Prairie Naturals VIT / 12/29/09 12/29/09 .000 .000 .000
90 tabs per btl
VITA Vitamin A FRA100 1 1009887 12.000 Sale 6.000 12.000 .000
Prairie Naturals 400UI VIT / 12/01/09 12/30/09 6.000- 6.000 .000
Exit
Print
Save

Chapter 32

Physical Count Worksheet

This chapter explains the Physical Count Worksheet that is printed when the "*Normal*" physical count method was specified in *Control information*.

CAUTION
If you specified the "Expanded" physical count method in Control information, refer to the chapter titled *Expanded Physical Count*.

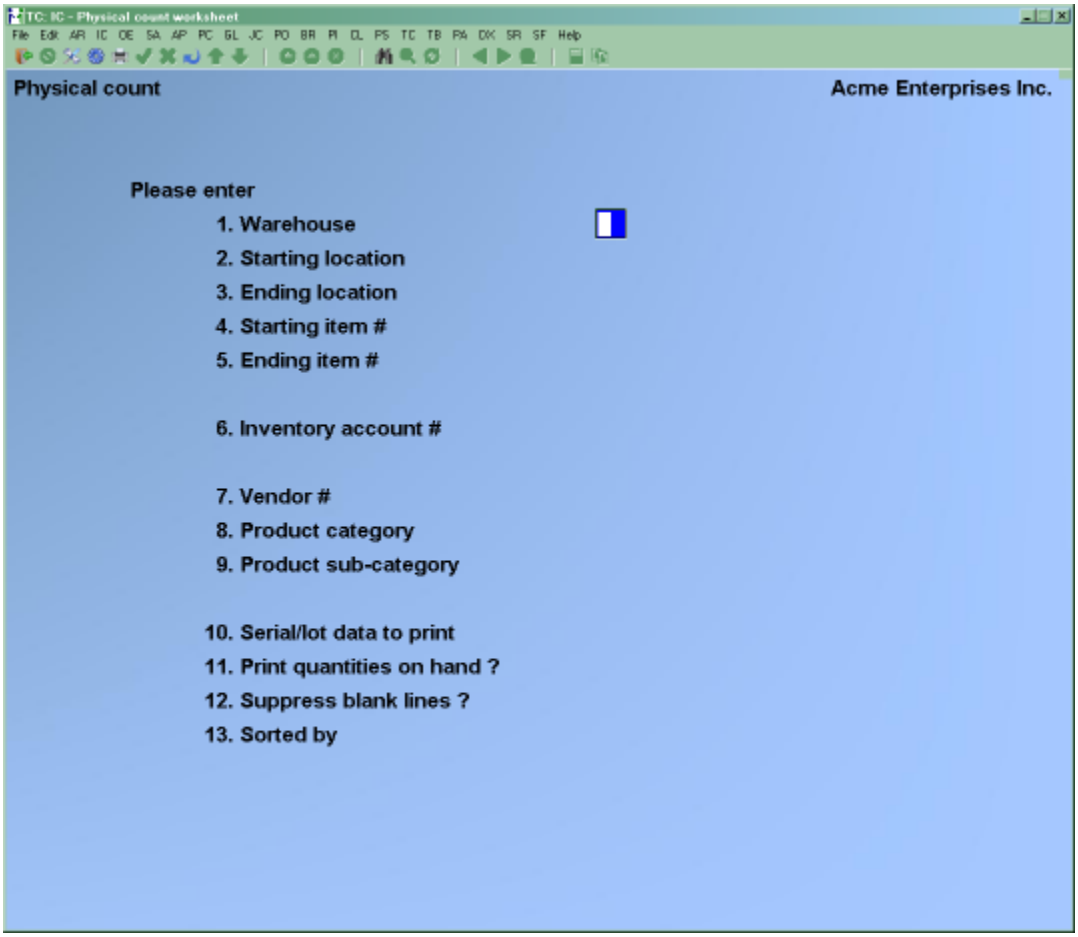
Use this selection to print a Physical Count Worksheet, which lists your inventory items by location within a selected warehouse. Serial numbers and lot numbers may be optionally printed.

You can then use this worksheet to do an actual physical count.

To Begin

From the I/C menu, select *Reports*. Then from the *Reports* menu, select *Physical count worksheet*.

You then see:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Warehouse" field and all field numbers will be one less than the numbers shown.

Enter the information as follows:

[?] 1. Warehouse

If you are using multi-warehousing, enter the warehouse code for which you want the worksheet printed, or use the option:

Option: **[Enter]** for the "Central" warehouse

[F2] for warehouse groups – (when Physical count method is normal)

2. Starting location
3. Ending location

Enter the range of locations to include on the worksheet. Follow the screen instructions.

[?] 4. Starting item #

[?] 5. Ending item #

Enter the range of item numbers to include on the worksheet. Follow the screen instructions.

[?] 6. Inventory account #

Enter the inventory account for which to print the worksheet, or use one of the options:

Options: **[F1]** for the default inventory account from the I/C Control file

[F2] to scan through the inventory accounts on file

[Enter] for "All" inventory accounts

7. Vendor #

Enter the vendor number to print the worksheet for only one vendor, or use one of the options:

Option: **[F1]** to include items for "All" vendors

[?] to select vendor from the vendor list if the *Purchasing* or *Purchase Order* module is installed.

[?] 8. Product category

Enter the category to print the worksheet for only one product category, or use the option:

Option: **[Enter]** to include items for "All" categories

[?] 9. Product sub-category

Enter the sub-category to print the worksheet for only one product sub-category, or use the option:

Option: **[F1]** to include items for "All" sub-categories

10. Serial/lot data to print

Enter **S** to show the serial numbers with an "unsold" status on the worksheet for serialized items. Each "unsold" serial number and its "reference" text is printed for serialized items. In addition, "committed" or "loaned" is printed for applicable serial numbers.

Enter **L** to show the individual lot numbers and "Reference" text on the worksheet for

lot-controlled items.

Enter **B** to show both "unsold" serial numbers and individual lot numbers for the items.

Enter **N** for "None" if you do not wish either serial numbers or lot numbers printed on the worksheet.

11. Print quantities on-hand?

Answer **Y** to show the quantity on-hand for each item as it is recorded in the Item file. (This is the quantity you expect to find when you do your actual count.)

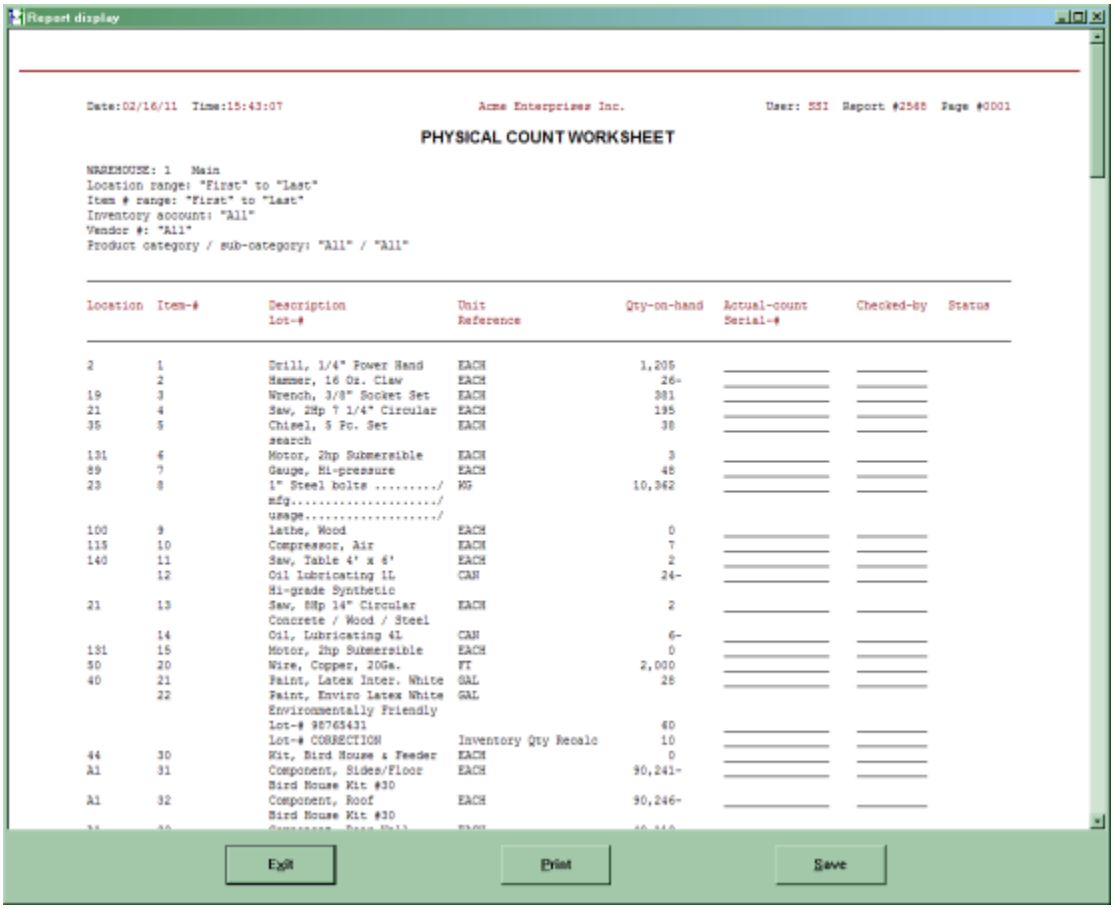
Answer **N** if you do not want on-hand quantities to show on the worksheet.

12. Suppress blank lines?

Answer **Y** to eliminate blank lines between items on the worksheet. Answer **N** if you wish one line to be skipped prior to printing an item on the worksheet.

Make changes as usual.

Here is a sample printout of the Physical Count Worksheet.


Report display
Date:02/16/11 Time:15:43:07 Acme Enterprises Inc. User: SSI Report #2565 Page #0001
PHYSICAL COUNT WORKSHEET
WAREHOUSE: 1 Main
Location range: "First" to "Last"
Item # range: "First" to "Last"
Inventory account: "All"
Vendor #: "All"
Product category / sub-category: "All" / "All"
Location Item-# Description Lot-# Unit Reference Qty-on-hand Actual-count Serial-# Checked-by Status
2 1 Drill, 1/4" Power Hand EACH 1,205
2 Hammer, 16 Oz. Claw EACH 26-
19 3 Wrench, 3/8" Socket Set EACH 381
21 4 Saw, 2Hp 7 1/4" Circular EACH 195
35 5 Chisel, 5 Pc. Set EACH 38
search
131 6 Motor, 2hp Submersible EACH 3
89 7 Gauge, Hi-pressure EACH 48
23 8 1" Steel bolts ...../ KG 10,362
mfg...../
usage...../
100 9 Lathe, Wood EACH 0
115 10 Compressor, Air EACH 7
140 11 Saw, Table 4' x 6' EACH 2
12 Oil Lubricating 1L CAN 24-
Hi-grade Synthetic
21 13 Saw, 8Hp 14" Circular EACH 2
Concrete / Wood / Steel
14 Oil, Lubricating 4L CAN 6-
131 15 Motor, 2hp Submersible EACH 0
50 20 Wire, Copper, 20Ga. FT 2,000
40 21 Paint, Latex Inter. White GAL 28
22 Paint, Enviro Latex White GAL
Environmentally Friendly
Lot-# 98765431 40
Lot-# CORRECTION Inventory Qty Recalc 10
44 30 Kit, Bird House & Feeder EACH 0
A1 31 Component, Sides/Floor EACH 90,241-
Bird House Kit #30
A1 32 Component, Roof EACH 90,246-
Bird House Kit #30
Exit
Print
Save

Chapter 33

Purchasing Advice

NOTE: If you are using Purchase Order or Purchasing Plus, use the Purchasing Advice Report in the respective package rather than this one. If you are using vendor items, you must not use the Inventory version of this report as vendor items are not considered when the suggested order quantity is calculated.

This report lists the inventory items that have dropped below the reorder level or have gone out of stock since the last time this report was printed. It also shows items which are still below reorder level or out of stock after receivings have been posted.

If you entered an inventory reorder basis of "Net quantity" in *Control information*, the net quantity of an item is used to determine if the item is below reorder level or out of stock.

Net quantity is calculated as follows:

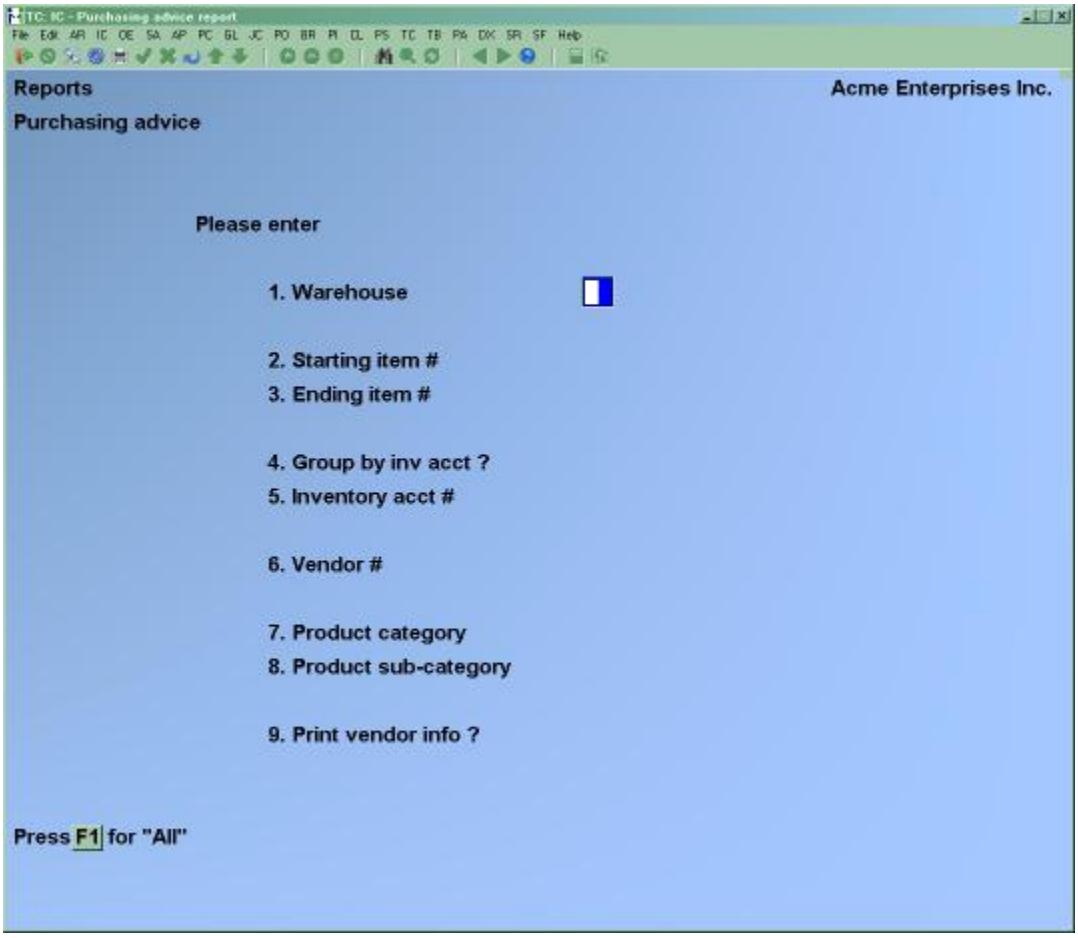
-quantity on hand
-quantity committed
-quantity on back order (if using O/E or P/I with back order control)
-quantity on work orders (if using kits)
-quantity on order (if using P/O or P/P)

If you instead entered an inventory reorder basis of "Quantity on hand", only the quantity on hand of an item is used for calculation.

To Begin

From the I/C menu, select *Reports*. Then from the *Reports* menu, select *Purchasing advice*.

You then see:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Warehouse" field and all field numbers will be one less than the numbers shown.

Enter the information as follows:

[?] 1. Warehouse

If you are using multi-warehousing, enter the warehouse code for the items to be included on the report, or use one of the options:

Options: [Enter] for the "Central" warehouse

F1] for "All" warehouses

[?] 2. Starting item #
[?] 3. Ending item #

Enter the range of item numbers to include on the report. Follow the screen instructions.

4. Group by inv acct?

Answer **Y** to print the items in order by inventory account number.

Answer **N** to print the items in item number order. If you answer **N**, the next field displays "Not applicable".

[?] 5. Inventory account #

Enter the inventory account for the items to be printed, or use one of the options:

Options: **[F1]** for the default inventory account

[F2] to scan through the inventory accounts on file

[Enter] for "All" inventory accounts. Items will print grouped by inventory account.

6. Vendor #

Enter the vendor number of the items to be printed, or use the option:

Option: **[F1]** to include items for "All" vendors

[?] 7. Product category

Enter the category of the items to be printed, or use the option:

Option: **[F1]** to include items for "All" categories

[?] 8. Product sub-category

Enter the sub-category of the items to be printed, or use the option:

Option: **[F1]** to include items for "All" sub-categories

9. Print vendor info?

Answer **Y** to print vendor information (vendor product #, minimum order quantity, and lead time) on the report.

After the Report is Printed

If you print the report (rather than display it), the next screen appears when the report completes printing, and you are asked:

"Skip these items on later purchasing advices
until they hit reorder or out-of-stock again ?"

If you answer **N**, the *Purchasing advice* screen reappears so that you may print another report.

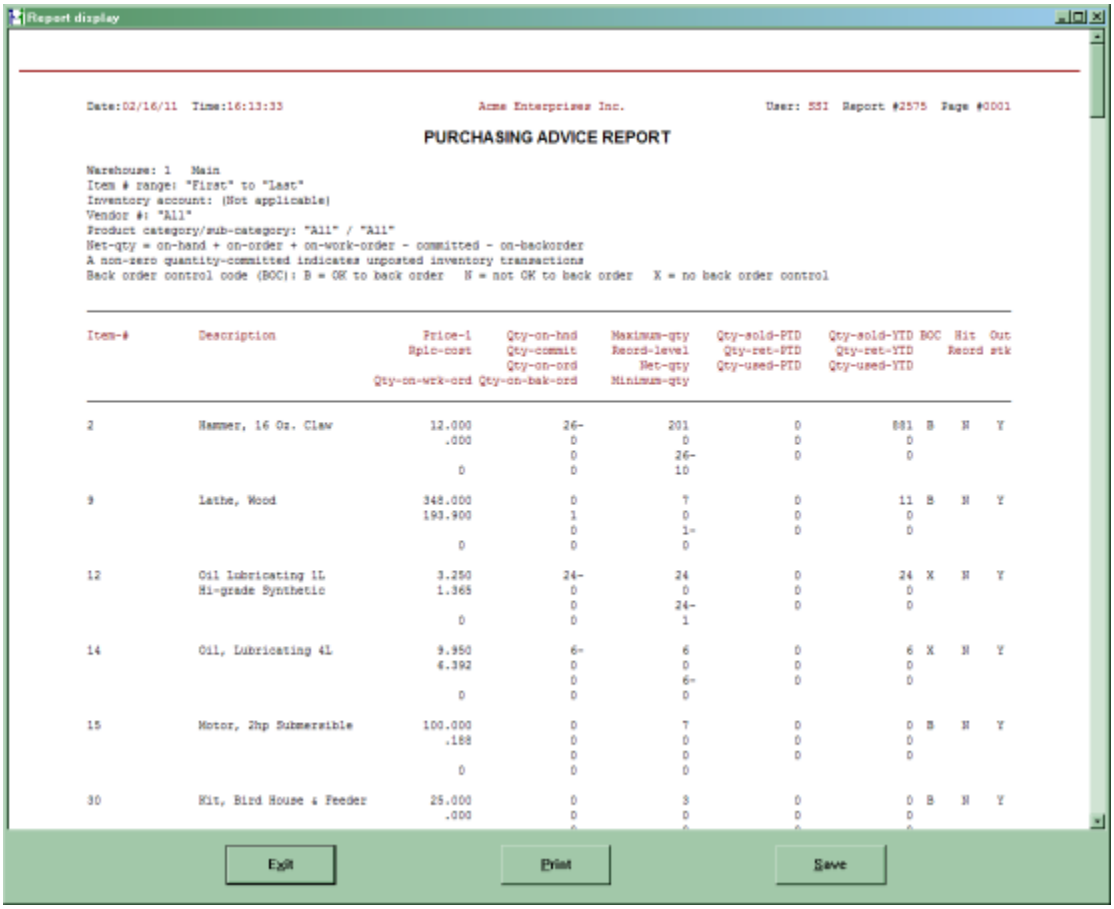
If you answer **Y**, the only items on this report that will appear the next time you print the report will be those that have again gone below the reorder level or out of stock, or those that have had inventory transactions posted for them and are still below reorder level.

If you are using multi-warehousing, your answer applies only to the specific warehouse you selected (or "All" if that was your selection), and does not affect reporting for other warehouses.

For example, if item "1" appears on a report for "All" warehouses, and is specified not to print on later reports, it will not appear on subsequent reports for "All" warehouses. However, item "1" would appear on a report for any specific warehouse such as "AA", until it was specified not to print for that specific warehouse.

When items have been specified not to print on later reports, you may still want to see all items out of stock or at reorder level, even those specified not to show up. To get this information, you can print the Stock Status Report.

Here is a sample printout of the Purchasing Advice Report.


Report display
Date:02/16/11 Time:16:13:33 Acme Enterprises Inc. User: SSI Report #2575 Page #0001
PURCHASING ADVICE REPORT
Warehouse: 1 Main
Item # range: "First" to "Last"
Inventory account: (Not applicable)
Vendor #: "All"
Product category/sub-category: "All" / "All"
Net-qty = on-hand + on-order + on-work-order - committed - on-backorder
A non-zero quantity-committed indicates unposted inventory transactions
Back order control code (BOC): B = OK to back order N = not OK to back order X = no back order control
Item-# Description Price-1 Qty-on-hnd Maximum-qty Qty-sold-PTD Qty-sold-YTD BOC Hit Out
Rplc-cost Qty-commit Reord-level Qty-ret-PTD Qty-ret-YTD Reord stk
Qty-on-ord Net-qty Qty-used-PTD Qty-used-YTD
Qty-on-wrk-ord Qty-on-bak-ord Minimum-qty
2 Hammer, 16 Oz. Claw 12.000 26- 201 0 881 B N Y
.000 0 0 0 0
0 26- 0 0
0 0 10
9 Lathe, Wood 348.000 0 7 0 11 B N Y
193.900 1 0 0 0
0 1- 0 0
0 0 0
12 Oil Lubricating 1L 3.250 24- 24 0 24 X N Y
Hi-grade Synthetic 1.365 0 0 0 0
0 24- 0 0
0 0 1
14 Oil, Lubricating 4L 9.950 6- 6 0 6 X N Y
6.392 0 0 0 0
0 6- 0 0
0 0 0
15 Motor, 2hp Submersible 100.000 0 7 0 0 B N Y
.188 0 0 0 0
0 0 0 0
0 0 0
30 Kit, Bird House & Feeder 25.000 0 3 0 0 B N Y
.000 0 0 0 0
Exit
Print
Save

Chapter 34

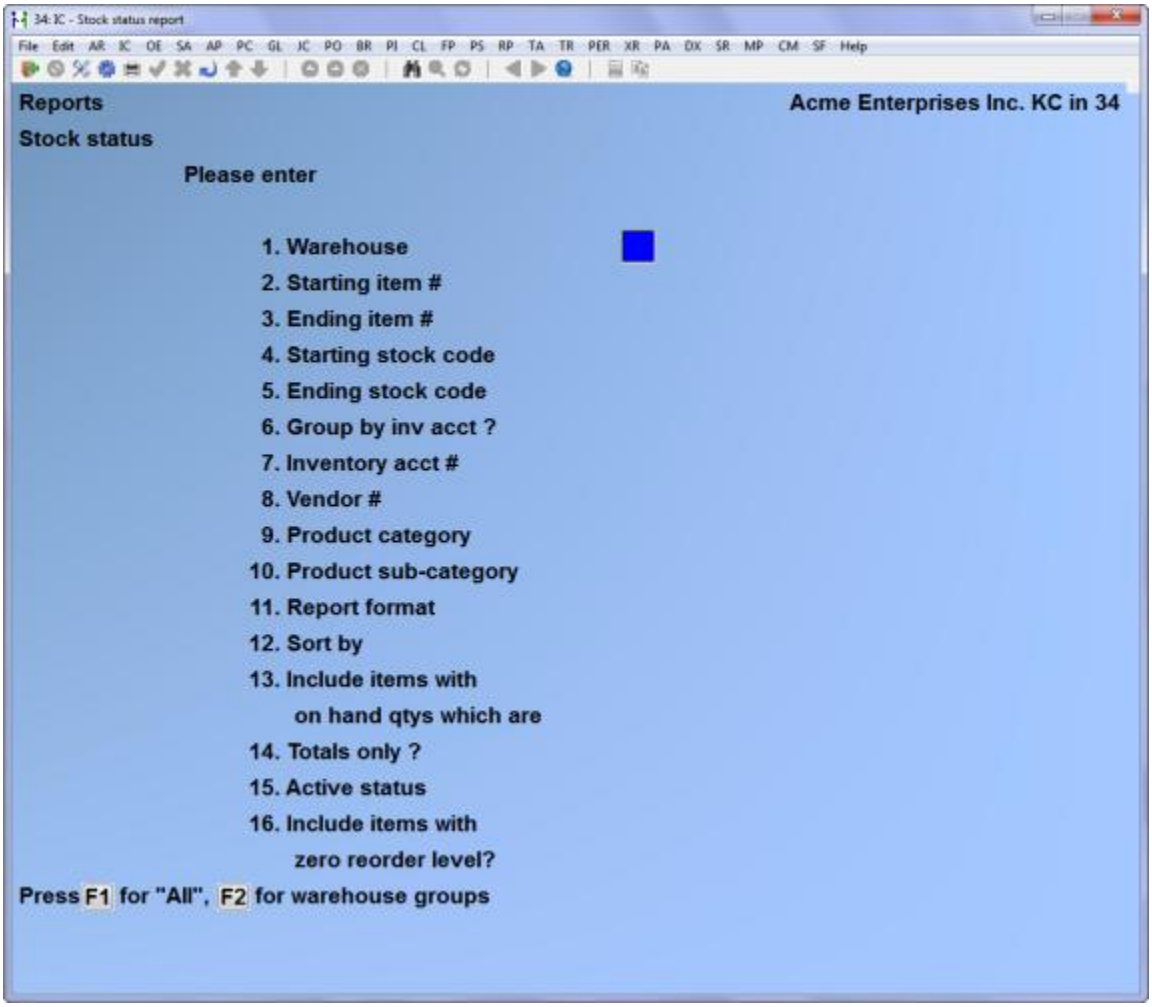
Stock Status Report

Use this selection to print a report showing the current stock status of your inventory items. The current value of the items is also included on the report. The report can be printed as a brief report with only one item per line, or it can be printed as a full report providing more details about the item including its reorder level and maximum on hand values.

To Begin

From the I/C menu, select *Reports*. Then from the *Reports* menu, select *Stock status*.

You then see:


34: IC - Stock status report
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help
Reports
Acme Enterprises Inc. KC in 34
Stock status
Please enter
1. Warehouse
2. Starting item #
3. Ending item #
4. Starting stock code
5. Ending stock code
6. Group by inv acct ?
7. Inventory acct #
8. Vendor #
9. Product category
10. Product sub-category
11. Report format
12. Sort by
13. Include items with
on hand qtys which are
14. Totals only ?
15. Active status
16. Include items with
zero reorder level?
Press F1 for "All", F2 for warehouse groups

NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Warehouse" field and all field numbers will be one less than the numbers shown.

Enter the information as follows:

[?] 1. Warehouse

If you are using multi-warehousing, enter the warehouse code for which you want the report printed, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] for "All" warehouses

[F2] for warehouse groups

[?] 2. Starting item #
[?] 3. Ending item #

Enter the range of item numbers to include on the report. Follow the screen instructions.

[?] 4. Starting Stock code
[?] 5. Ending stock code

Enter the range of stock codes to include on the report. Follow the screen instructions.

6. Group by inv acct?

Answer **Y** to print the items in order by inventory account number.

Answer **N** to print the items in item number order. If you answer **N**, the next field displays "Not applicable".

[?] 7. Inventory account #

Enter the inventory account for which to print the report, or use one of the options:

Options: **[F1]** for the default inventory account

[F2] to scan through the inventory accounts on file

[Enter] for "All" inventory accounts. Items will print grouped by inventory account.

8. Vendor #

Enter the vendor number to print the report for only one vendor, or use the option:

Option: **[F1]** to print items for "All" vendors

[?] To select vendor from the vendor list if the *Purchasing* or *Purchase Order* module is installed.

[?] 9. Product category

Enter the category to print the report for only one product category, or use the option:

Option: **[F1]** to print items for "All" categories

[?] 10. Product sub-category

Enter the sub-category to print the report for only one product sub-category, or use the option:

Option: **[F1]** to print items for "All" sub-categories

11. Report format

Enter **F** to print a full format report, or enter **B** for a brief format.

The Full format shows, for each item, quantity on hand, quantity committed, reorder level, maximum quantity, back order code, and the value of the on-hand inventory (cost x quantity on hand). If you are using Purchase Order or Purchasing, it also shows quantity on order. It also shows "Net qty" if you selected that as the inventory reorder basis in *Control information*.

The Brief format prints only one line per item, and shows quantity on hand, reorder level, and the value of the on-hand inventory. It also shows "Net qty".

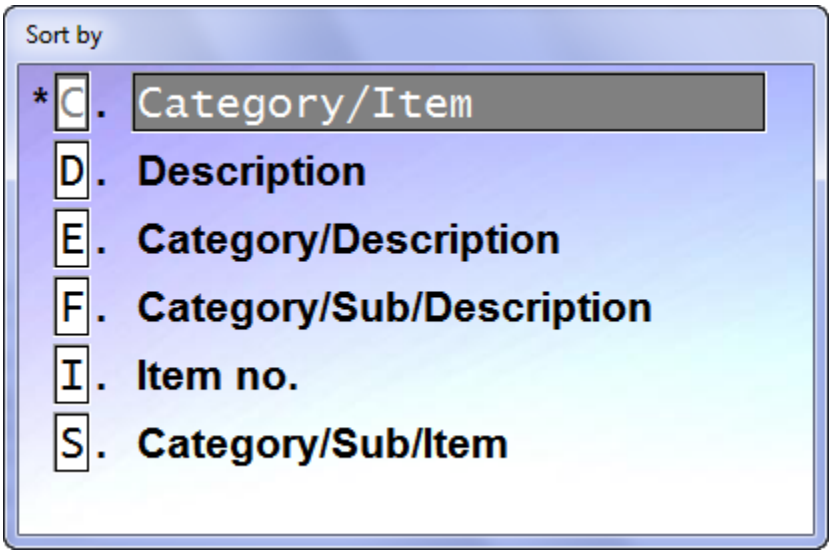
If applicable, an item's stock status is indicated on the report as "O" for "out of stock", or "R" for at or below reorder level. An item's status is determined based on the inventory reorder basis (either "Net quantity" or "Quantity on hand") which was specified in *Control information*.

"Net qty" is calculated as follows:

- \- quantity on hand
- \- quantity committed
- \- quantity on back order (if using *Order Entry* or *Professional Invoicing* with back order control)
- \+ quantity on work orders (if you are using Work Orders with kits)
- \+ quantity on order (if using *Purchase Order* or *Purchasing*).

12. Sort by

Select the sort method from one of the following:



C to sort by category/Item
D to sort by item description
E to sort by category, then description
I to sort by item number

If sorting by Category using option **C** or **E**, the report is sub-totalled by category.

13. Include items with on hand qtys which are

Items can be selected for printing based on their on hand quantity using one of the following codes:

N include items with a non-zero quantity on-hand.
B include items with a quantity on-hand below the re-order level.
O include items that are out of stock.

You can also use the option:

Option: [F1] for "All" items, regardless of on hand quantity

14. Totals only ?

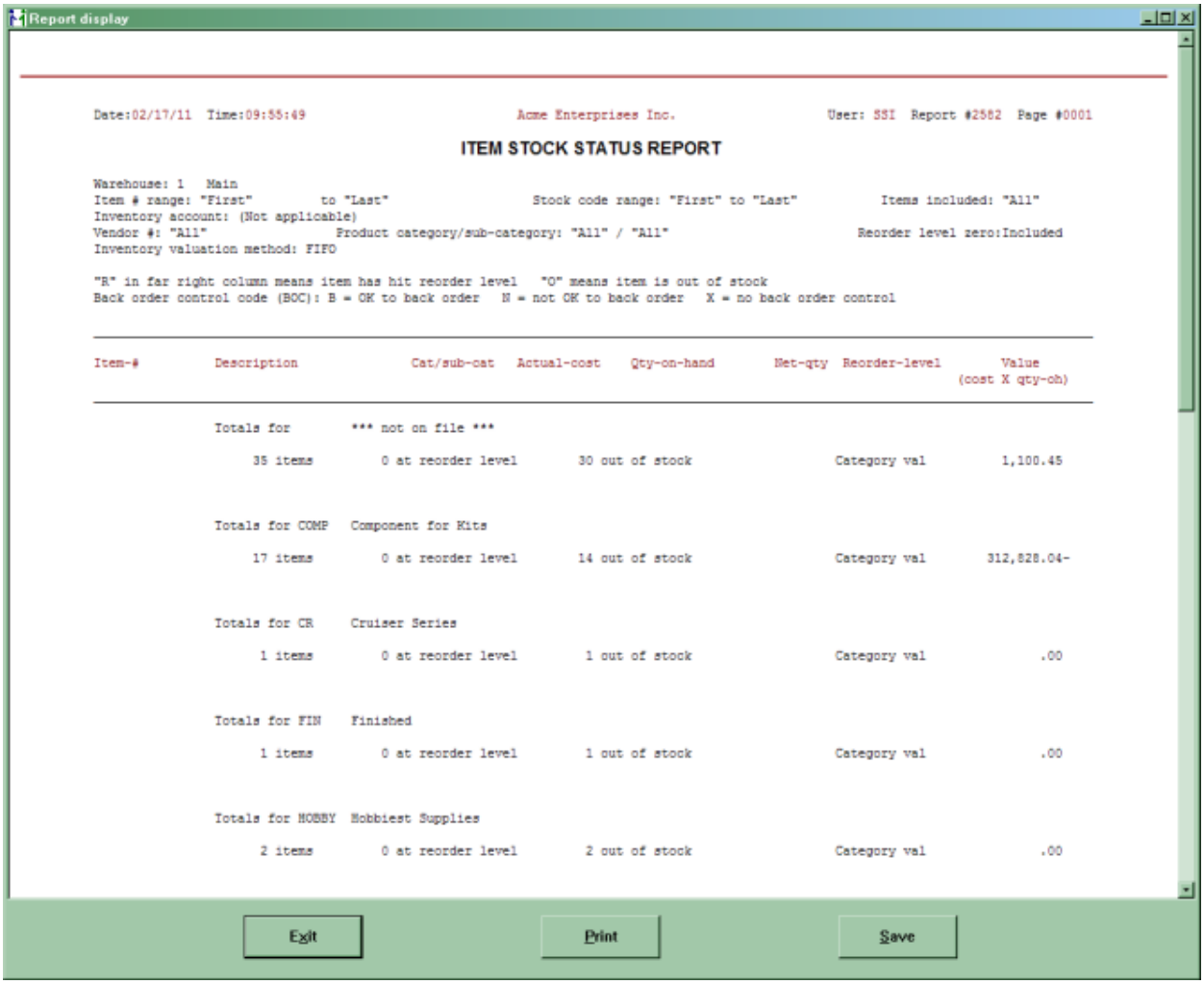
Enter **Y** to show totals only or **N** to show detail.

15. Active status

This flag allows you to include active only, inactive only or both.

16. Include items with zero re-order level

The user can choose whether to include or not those items where the reorder level is O. Allowing the user to zoom in on only those items that have a set reorder level.


Report display
Date:02/17/11 Time:09:55:49 Acme Enterprises Inc. User: SSI Report #2582 Page #0001
ITEM STOCK STATUS REPORT
Warehouse: 1 Main
Item # range: "First" to "Last" Stock code range: "First" to "Last" Items included: "All"
Inventory account: (Not applicable)
Vendor #: "All" Product category/sub-category: "All" / "All" Reorder level zero:Included
Inventory valuation method: FIFO
"R" in far right column means item has hit reorder level "O" means item is out of stock
Back order control code (BOC): B = OK to back order N = not OK to back order X = no back order control
Item-# Description Cat/sub-cat Actual-cost Qty-on-hand Net-qty Reorder-level Value (cost X qty-oh)
Totals for *** not on file ***
35 items 0 at reorder level 30 out of stock Category val 1,100.45
Totals for COMP Component for Kits
17 items 0 at reorder level 14 out of stock Category val 312,828.04-
Totals for CR Cruiser Series
1 items 0 at reorder level 1 out of stock Category val .00
Totals for FIN Finished
1 items 0 at reorder level 1 out of stock Category val .00
Totals for HOBBY Hobbiest Supplies
2 items 0 at reorder level 2 out of stock Category val .00
Exit
Print
Save

Chapter 35

Usage Report

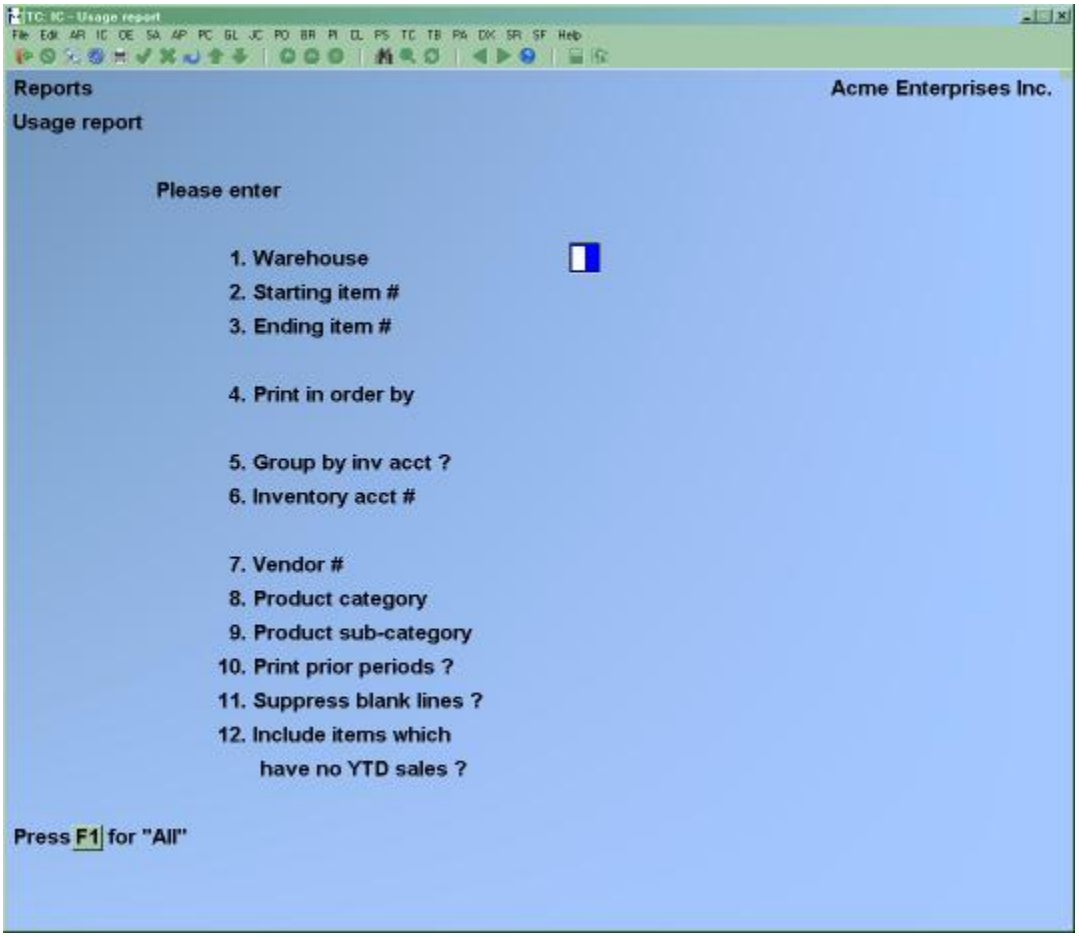
Use this selection to print a Usage Report, showing the margin, quantity, dollar amount sold, and actual cost of sales for period to date and year to date.

You can print the report for a range of items, range of category and/or sub-categories, and for all vendors or a specific vendor. You also have the option to print prior period history for the range of items selected.

To Begin

From the I/C menu, select *Reports*. Then from the *Reports* menu, select *Usage report*.

You then see:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Warehouse" field and all field numbers will be one less than the numbers shown.

Enter the information as follows:

[?] 1. Warehouse

If you are using multi-warehousing, enter the warehouse code for which you want the report printed, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] for "All" warehouses

[?] 2. Starting item #
[?] 3. Ending item #

Enter the range of item numbers to include on the report. Follow the screen instructions.

4. Print in order by

(If you are using single-warehousing, or selected a single warehouse above, this field displays "Not applicable".)

Enter **W** to print items grouped by warehouse. Enter **I** to print in item order, showing all warehouses for one item before printing the next item.

5. Group by inv acct?

(If you are using single-warehousing, or selected a single warehouse above, this field displays "Not applicable".)

Answer **Y** to print the items in order by inventory account number.

Answer **N** to print the items in item number order.

[?] 6. Inventory account #

(If you are using single-warehousing, or selected a single warehouse above, or if you answered **N** to the "Group by inv acct", this field displays "Not applicable".)

Enter the inventory account for which to print the report, or use one of the options:

Options: **[F1]** for the default inventory account from the I/C Control file

[F2] To scan through the inventory accounts on file

[Enter] For "All" inventory accounts. Items will be grouped by inventory account.

7. Vendor #

Enter the vendor number to print items for only one vendor, or use the option:

Option: **[F1]** to include items for "All" vendors

[?] to select vendor from the vendor list if the *Purchasing* or *Purchase Order* module is installed.

[?] 8. Product category

Enter the category to print items for only one product category, or use the option:

Option: **[F1]** to include items for "All" categories

[?] 9. Product sub-category

Enter the sub-category to print items for only one product sub-category, or use the

option:

Option: **[F1]** to include items for "All" sub-categories

10. Print prior periods?

Answer **Y** to show the usage in prior periods, as well as usage during the current period. Otherwise, answer **N**.

If you answer **Y** to show prior periods, the period information will be displayed in reverse order starting with the previous period to the current one. Historical periods will be displayed only as far as the earliest history currently on file, and will not display any history farther back than the number of periods of history that are saved (as defined in the Inventory Control, *Control Information*).

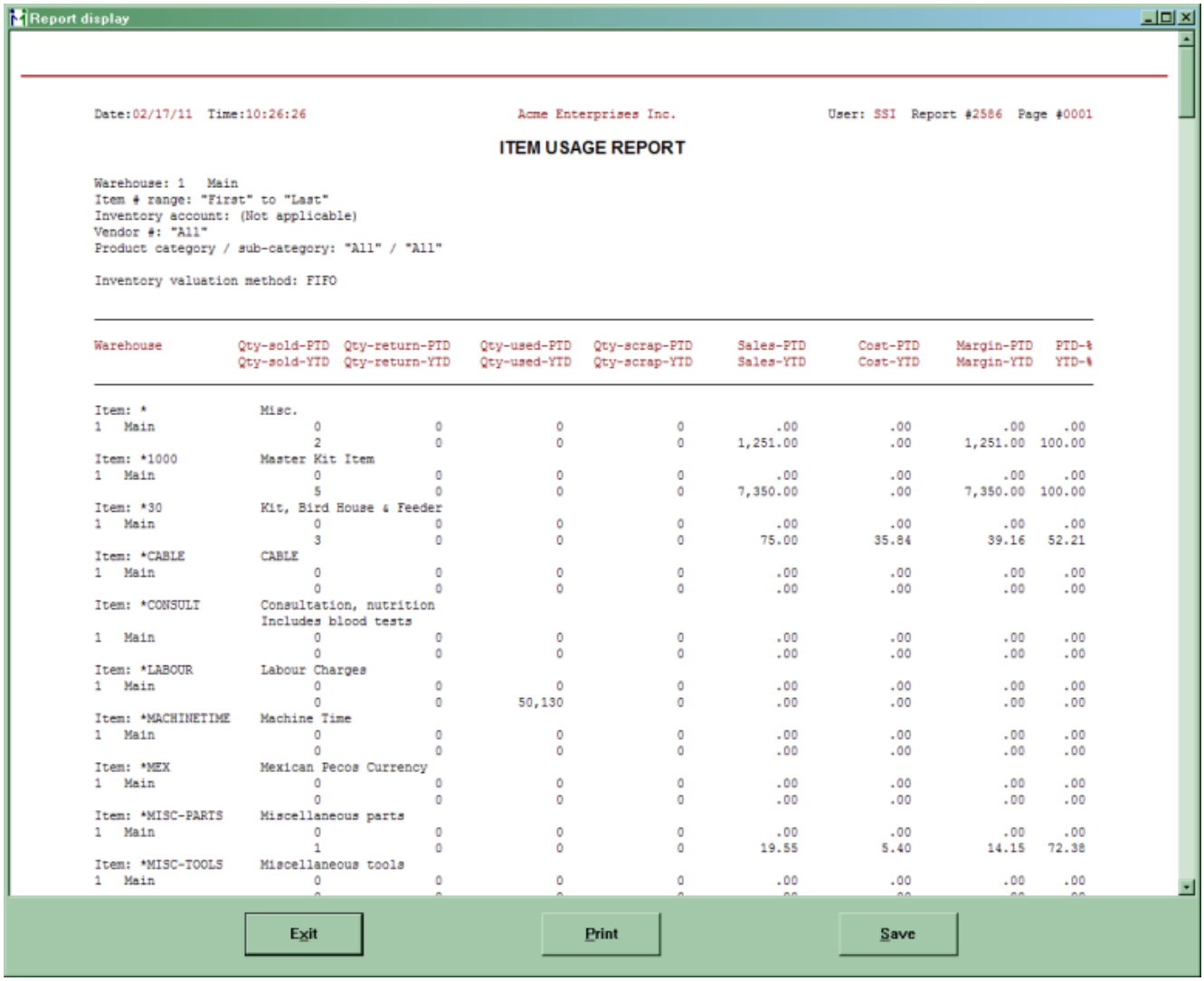
11. Suppress blank lines?

Answer **Y** to eliminate blank lines between items on the report. Answer **N** if you wish to skip one line prior to printing each item.

12. Include items which have no YTD activity?

Answer **Y** to include items with "Qty YTD" and "Sales YTD" of zero. Answer **N** to exclude inactive items.

Here is a sample Usage Report for all items.


Report display
Date:02/17/11 Time:10:26:26 Acme Enterprises Inc. User: SSI Report #2586 Page #0001
ITEM USAGE REPORT
Warehouse: 1 Main
Item # range: "First" to "Last"
Inventory account: (Not applicable)
Vendor #: "All"
Product category / sub-category: "All" / "All"
Inventory valuation method: FIFO
Warehouse
Qty-sold-PTD Qty-return-PTD Qty-used-PTD Qty-scrap-PTD Sales-PTD Cost-PTD Margin-PTD PTD-%
Qty-sold-YTD Qty-return-YTD Qty-used-YTD Qty-scrap-YTD Sales-YTD Cost-YTD Margin-YTD YTD-%
Item: * Misc.
1 Main 0 0 0 0 .00 .00 .00 .00
2 0 0 0 1,251.00 .00 1,251.00 100.00
Item: *1000 Master Kit Item
1 Main 0 0 0 0 .00 .00 .00 .00
5 0 0 0 7,350.00 .00 7,350.00 100.00
Item: *30 Kit, Bird House & Feeder
1 Main 0 0 0 0 .00 .00 .00 .00
3 0 0 0 75.00 35.84 39.16 52.21
Item: *CABLE CABLE
1 Main 0 0 0 0 .00 .00 .00 .00
0 0 0 0 .00 .00 .00 .00
Item: *CONSULT Consultation, nutrition
Includes blood tests
1 Main 0 0 0 0 .00 .00 .00 .00
0 0 0 0 .00 .00 .00 .00
Item: *LABOUR Labour Charges
1 Main 0 0 0 0 .00 .00 .00 .00
0 0 50,130 0 .00 .00 .00 .00
Item: *MACHINETIME Machine Time
1 Main 0 0 0 0 .00 .00 .00 .00
0 0 0 0 .00 .00 .00 .00
Item: *MEX Mexican Pecos Currency
1 Main 0 0 0 0 .00 .00 .00 .00
0 0 0 0 .00 .00 .00 .00
Item: *MISC-PARTS Miscellaneous parts
1 Main 0 0 0 0 .00 .00 .00 .00
1 0 0 0 19.55 5.40 14.15 72.38
Item: *MISC-TOOLS Miscellaneous tools
1 Main 0 0 0 0 .00 .00 .00 .00
Exit
Print
Save

Chapter 36

Valuation Report

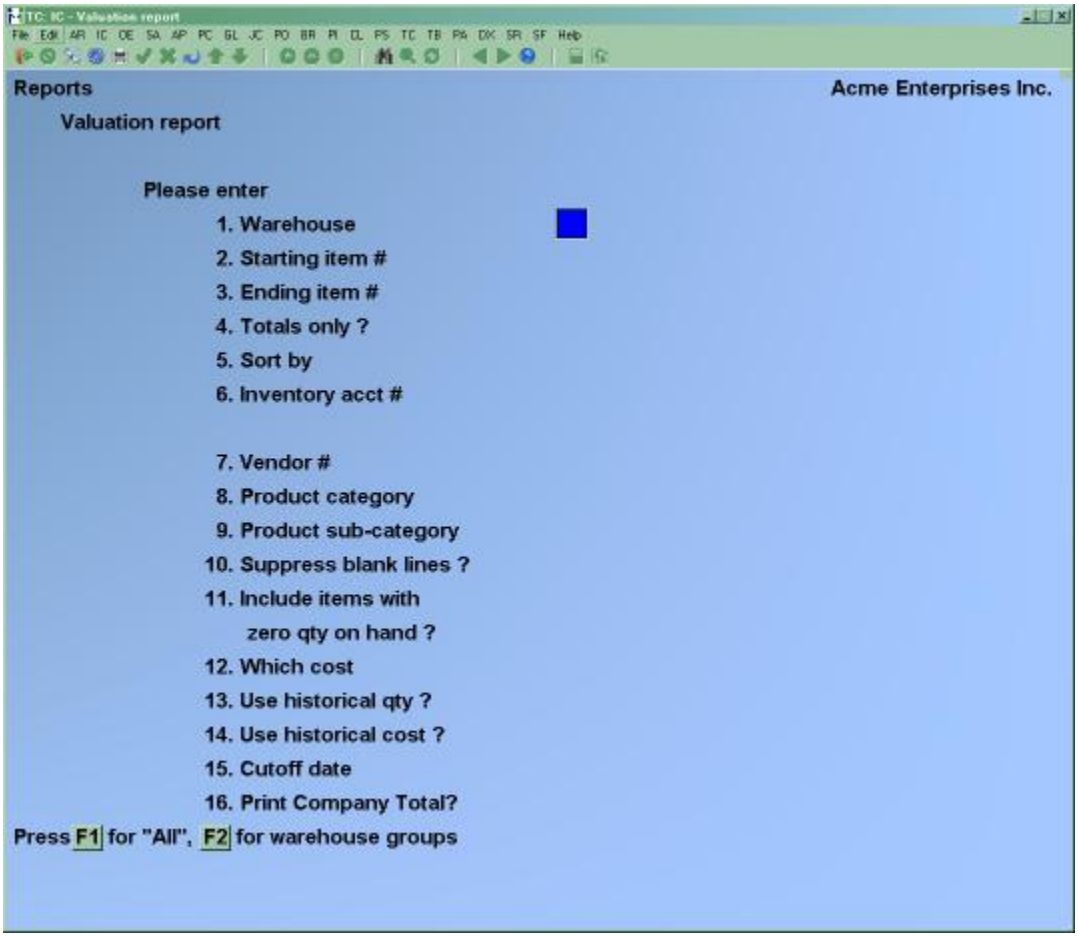
Use this selection to print a report detailing the current value of inventory items for one or all warehouses. Part or all of the inventory may be selected.

If you are using the LIFO or FIFO inventory valuation method, you have the option of showing LIFO/FIFO layers.

To Begin

From the I/C menu, select *Reports*. Then from the *Reports* menu, select *Valuation report*.

You then see:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Warehouse" field and all field numbers will be one less than the numbers shown.

Enter the information as follows:

[?] 1. Warehouse

If you are using multi-warehousing, enter the warehouse code for which you want the report printed, or use one of the options:

Options: **[F1]** for "All" warehouses

[Enter] for the "Central" warehouse

[F2] for warehouse groups

[?] 2. Starting item #
[?] 3. Ending item #

Enter the range of item numbers to include on the report. Follow the screen instructions.

4. Totals only ?

Answer **Y** to show the total of all items, all warehouses

5. Sort by

The valuation report allows the user to sort the report by:

- Account/item number
- Category/Item number
- Description
- Category/Description
- Category/Sub-category/Description
- Item number
- Category/Sub-category/Item number

[?] 6. Inventory account #

If you answered **N** to the **Group by inv acct?,** field then this field displays "(Not applicable)".

Enter the inventory account for which to print the report, or use one of the options:

Options:	**[F1]**	for the default inventory account (from the I/C Control file)
	[F2]	to scan through the inventory accounts on file
	[Enter]	for "All" inventory accounts. Items will print grouped by inventory account.

7. Vendor #

Enter the vendor number to print the report for, or use one of the options:

Option:	**[F1]**	to print items for "All" vendors
	[?]	to select vendor from the vendor list if the *Purchasing* or *Purchase Order* module is installed.

[?] 8. Product category

Enter the category to print the report for, or use the option:

Option:	**[F1]**	to print items for "All" categories

[?] 9. Product sub-category

Enter the sub-category to print the report for, or use the option:

Option: **[F1]** to print items for "All" sub-categories

10. Suppress blank lines?

Answer **Y** to eliminate blank lines between items on the report. Answer **N** if you wish one line to be skipped prior to printing each item.

11. Include items with zero qty on hand?

Answer **Y** to include items with zero quantity on hand. Answer **N** to exclude items with zero quantity on hand from the report.

NOTE: If you answer **N**, an item with zero quantity on hand in the Item record will still appear on the report if one or more of the Status records for the item are non-zero. Additionally, under LIFO and FIFO, if the quantity on hand is zero but there are layers for the item, the item will show up on the report. (In this case, the integrity of your data is in question and you should consider running *Recalculate inventory quantities* which is discussed in the Appendix titled *File Utilities*.)

12. Which cost?

For the average inventory valuation method, enter **A** to use the Average cost, or enter **R** to use the replacement cost.

For the LIFO or FIFO inventory valuation method, enter **A** to use the Actual cost, or enter **R** to use the replacement cost.
For the standard inventory valuation method, enter **A** to use the Actual cost, enter **R** to use the replacement cost, or enter **S** to use the standard cost.

See the Appendix titled *Methods of Costing Inventory* for a description of the different valuation methods.

The **average cost** is taken from the item file, and is the weighted average cost of all on-hand inventory.

The **replacement cost** is the cost associated with the latest receiving into inventory prior to the valuation date.

For the LIFO or FIFO inventory valuation method, the **actual cost** is the weighted average cost of on-hand inventory in the different layers within each warehouse.

If the standard inventory valuation method is used, the **actual cost** is the average cost from the item file.

The **standard cost** is the management assigned cost from the item file.

The next 3 fields are used to allow regular store operations to proceed during a physical count. Use of this option does not mean that physical count suspensions can be done for a historical date; the suspension is always live, based on the inventory as of the time that you run it (See the chapter *Expanded Physical Count* for details on creating an inventory suspension).

If the LIFO or FIFO inventory valuation methods are used, this feature cannot be used, and the fields are not displayed (see *Continuing Operations During Physical Count* in the *Expanded Physical Count* chapter if using FIFO or LIFO).

13. Use historical quantity?

When historical quantity = **Y**, then the information will be generated from the inventory history file for the cut-off date entered on the selection screen.

When historical quantity = **N**, then the information will be reported on the status quantity.

When historical costs = **Y**, then the information will be generated from the inventory history file for the cut-off date entered on the selection screen.

When historical costs = **N**, then the information will be generated from current costs.

Note: This does not mean that physical count suspension can be done for a historical date; the suspension is always live, based on the inventory as of the time you run it.

When inventory transactions are posted to the inventory history file, the current quantity balances are kept with the inventory transaction, allowing for this historical quantity to be used on the valuation report.

14. Use historical costs?

NOTE: The "Keep item history?" field must be set to **Y** in *IC/Setup/Control Information* for historical costs to be used. If inventory has not been kept for the period being valued, the figures calculated using this option may not be reliable.

WARNING: Back-dated adjustments, adjustments made using costs other than the current average cost, and changing the average cost on an inventory item may cause this option to produce unexpected results. For this reason, it is recommended that use of the historical costs be avoided unless inventory transactions (especially receivings) are entered promptly and accurately.

Answer **N** to calculate the valuation using the current costs in the item file (or status file if using warehouse costing).

Answer **Y** to calculate the valuation costs as of a particular historical date using the actual costs and quantities contained in the Inventory History file.

If the **average cost** was selected for the valuation report, the historical cost is calculated by processing each historical inventory transaction up to the cut-off date to arrive at the final cost figure used on the valuation report.

If the **replacement cost** is used for the valuation report, the historical cost is the actual replacement cost associated with the latest inventory receiving transaction prior to the cut-off date.

If the **actual cost** was selected for the valuation report, the historical cost is calculated by processing each historical inventory transaction up to the cut-off date to arrive at the final cost figure used on the valuation report.

For the average or actual cost reporting, if multi-warehousing is used and the valuation report is restricted to a single warehouse, the historical costs are calculated based on the inventory history transactions for that warehouse only. If "All" warehouses were selected in the **Warehouse** field, the historical costs are calculated based on the inventory history transactions for all the warehouses. Therefore, if a report is run for "All" warehouses with warehouse detail, the individual warehouse quantities are reported, however the cost used is the weighted average of all warehouses.

15. Cut-off date

If you answered **N** to both the **Use historical qty?,** field and the **Use historical cost?** field, then this field will display "(Not applicable)".

Enter the date the valuation report is to be calculated to, or select the option:

Option: **[F1]** for the "Latest" date on file.

The valuation will be calculated up to and including the date entered here.

(If you are using standard costing, see the appendix titled *Standard Cost Valuation.*)

If you are using average cost valuation and you specified "All" warehouses for the report, or if you are using LIFO/FIFO valuation, an additional screen will display.

Enter the information as follows:

Print warehouse detail?

Answer **Y** if you wish to print warehouse detail showing the quantity on-hand, quantity-committed, and the inventory cost. If not, press **[Enter]** for **N**.

Print LIFO layers?
Print FIFO layers?

(One of these questions appear only if you are using one of the LIFO/FIFO valuation methods)

Answer **Y** if you wish to have the cost layers of the items printed. If not, press **[Enter]** to default to **N**.

A sample of the Valuation Report is included at the end of this chapter.

Valuation Report Headings

At the end of the valuation report a number of totals appear which may be misleading. These totals are described here.

Warehouse Total Value

This is the total warehouse value of the inventory being reported - or the calculated total if historical costs are used. If you use multi-warehouse costing, as setup in *Setup / Control Information*, then this is taken from the status (warehouse) record, not the item file.

Total Items Value

This is the total value for the items reported when the report is sub-totalled by inventory account. In this case, the costs used are taken from the item record, not the status (warehouse) record.

Company Total Value

This is the total value for the company based on the costs from the item file, which may differ from the individual costs in the status (warehouse) records.

Rounding Error

Theoretically, the total company value should be the same as the total warehouse value or total item value. However - in the real world - things happen which may cause differences in these values. Including manual changes to the quantities and/or costs in the item or status records, or system crashes during inventory postings (if appropriate recovery steps were not taken).

The other thing which may cause a difference is rounding errors. This rounding error is calculated from the difference between the status (warehouse) quantity multiplied by the status (warehouse) cost and the item quantity times the cost.

If you have two warehouses, then the calculation would look like this:
whs total = (whs#1 qty * whs#1 cost) + (whs#2 qty * whs#2 cost)

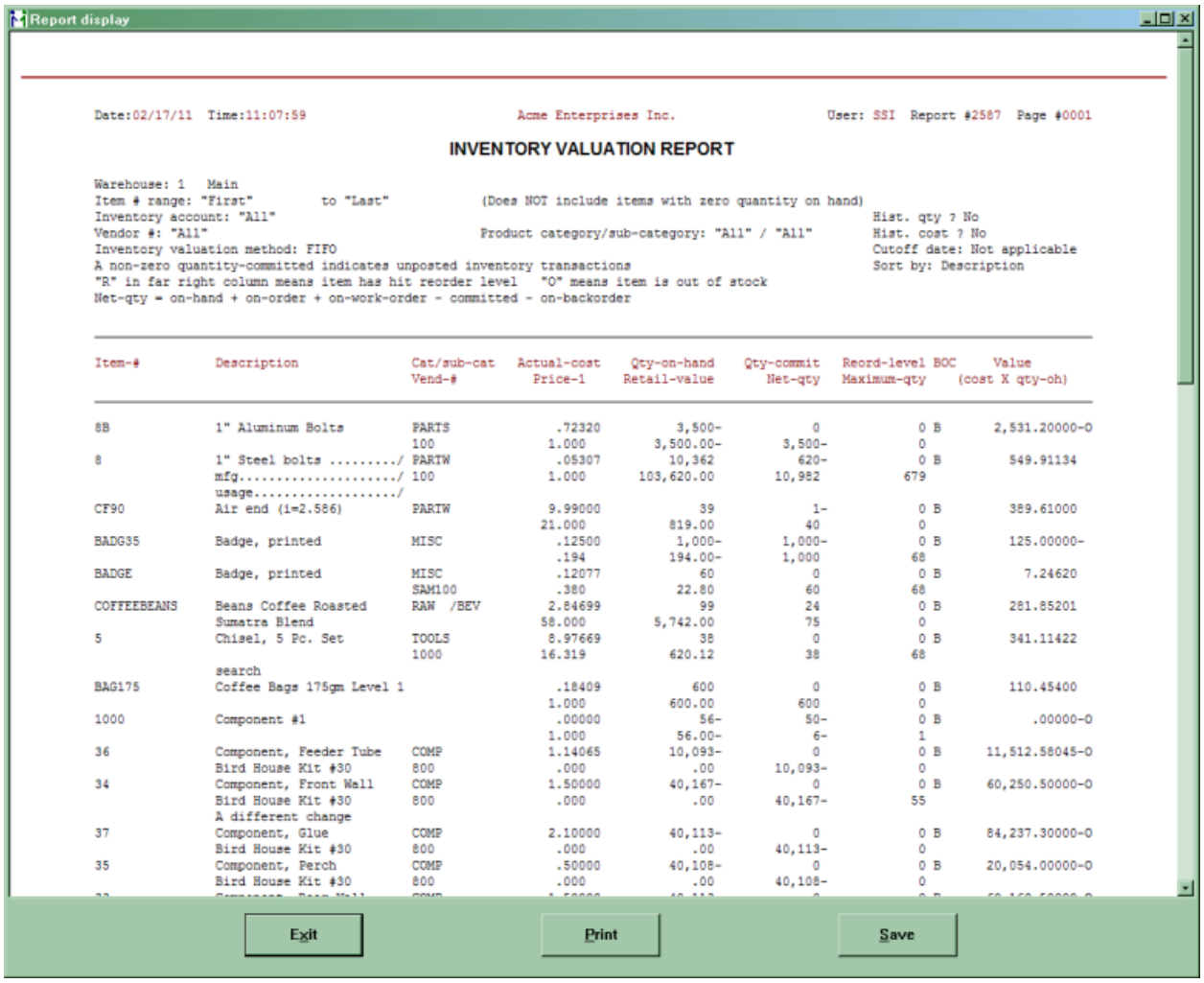
item total = item qty * item cost

rounding error = item total - whs total

If warehouse costing is not used, then the item cost is used in place of the respective warehouse costs in the calculation.

If there is an unacceptable rounding error, then run the *IC / File utilities / Recalculate inventory quantities* option to correct any quantity issues in the item file based on the status (warehouse) records.

In order to avoid discrepancies on this report avoid making changes to the quantities and/or costs in the item and status records for items. Any changes should be made through the *Inventory / Enter* option to ensure data integrity.


Report display
Date:02/17/11 Time:11:07:59 Acme Enterprises Inc. User: SSI Report #2587 Page #0001
INVENTORY VALUATION REPORT
Warehouse: 1 Main
Item # range: "First" to "Last" (Does NOT include items with zero quantity on hand)
Inventory account: "All" Hist. qty ? No
Vendor #: "All" Product category/sub-category: "All" / "All" Hist. cost ? No
Inventory valuation method: FIFO Cutoff date: Not applicable
A non-zero quantity-committed indicates unposted inventory transactions Sort by: Description
"R" in far right column means item has hit reorder level "O" means item is out of stock
Net-qty = on-hand + on-order + on-work-order - committed - on-backorder
Item-# Description Cat/sub-cat Vend-# Actual-cost Price-1 Qty-on-hand Retail-value Qty-commit Net-qty Reord-level Maximum-qty BOC Value (cost X qty-oh)
8B 1" Aluminum Bolts PARTS 100 .72320 1.000 3,500- 3,500.00- 0 3,500- 0 0 B 2,531.20000-0
8 1" Steel bolts ...../ mfg...../ usage...../ PARTW 100 .05307 1.000 10,362 103,620.00 620- 10,982 0 679 B 549.91134
CF90 Air end (i=2.586) PARTW 9.99000 21.000 39 819.00 1- 40 0 0 B 389.61000
BADG35 Badge, printed MISC .12500 .194 1,000- 194.00- 1,000- 1,000 0 68 B 125.00000-
BADGE Badge, printed MISC SAM100 .12077 .380 60 22.80 0 60 0 68 B 7.24620
COFFEEBEANS Beans Coffee Roasted Sumatra Blend RAW /BEV 2.84699 58.000 99 5,742.00 24 75 0 0 B 281.85201
5 Chisel, 5 Pc. Set search TOOLS 1000 8.97669 16.319 38 620.12 0 38 0 68 B 341.11422
BAG175 Coffee Bags 175gm Level 1 .18409 1.000 600 600.00 0 600 0 0 B 110.45400
1000 Component #1 .00000 1.000 56- 56.00- 50- 6- 0 1 B .00000-0
36 Component, Feeder Tube Bird House Kit #30 COMP 800 1.14065 .000 10,093- .00 0 10,093- 0 0 B 11,512.58045-0
34 Component, Front Wall Bird House Kit #30 A different change COMP 800 1.50000 .000 40,167- .00 0 40,167- 0 55 B 60,250.50000-0
37 Component, Glue Bird House Kit #30 COMP 800 2.10000 .000 40,113- .00 0 40,113- 0 0 B 84,237.30000-0
35 Component, Perch Bird House Kit #30 COMP 800 .50000 .000 40,108- .00 0 40,108- 0 0 B 20,054.00000-0
Exit
Print
Save

Chapter 37

Distributions to G/L Report

This report shows you all the G/L activity (called G/L distributions) that has resulted from posting I/C transactions. In addition, this report will show distributions produced by Point of Sale, Billing, or Professional Invoicing. G/L activity resulting from transactions entered in other packages can be seen by printing the Distributions to G/L Report for the respective package.

The report is in eight sections:

- Cost of Goods Sold
- Liabilities
- Inventory Value (Merchandise)
- Inventory Value (Finished Goods)
- Inventory Value (Raw Materials)
- Inventory Value (Variance)
- Inventory Value (Work in Process)
- Miscellaneous Costs Applied

If you are running Point of Sale, two additional sections may appear: Income and Assets.

If there is no G/L activity for a particular section, then that section will not be printed. A total is printed for each account, and for each section. Within each section, distributions are summarized by day based on the document date or the posting date.

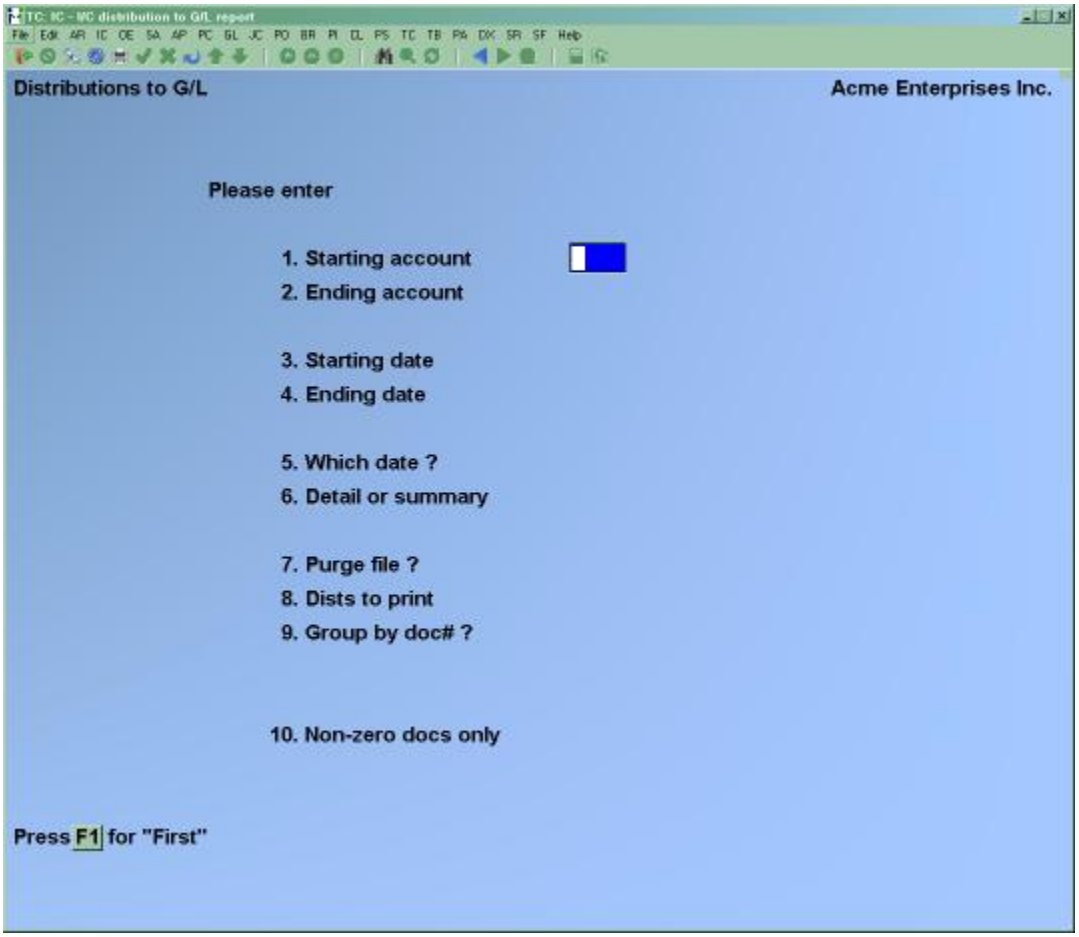
If the "I/C Distribution mode" in *Setup (Control Information)* is set for "Detail", the report can be sorted by document number.

This selection is also used to purge (delete records from) the I/C Distribution file. However, it is recommended that the I/C Distributions be purged from the General Ledger module using the *Get G/L distributions* selection.

To Begin

From the I/C menu, select *Reports*. From the *Reports* menu select *Distributions to G/L*.

You then see:



Enter the information as follows:

[?] 1. Starting account #
[?] 2. Ending account #

Enter the range of inventory accounts to be included. Follow the screen instructions.

3. Starting date
4. Ending date

Enter the starting transaction date to include in the distribution report, or select the option:

5. Which date?

Answer **D** for document date, or **P** for posting date. The date entered here is used for selecting distribution transactions to print, and is the date printed on the report.

6. Detail or summary?

Answer **D** for detail, **S** for summary, or **T** for totals only.

The detail report gives detail to the document level, and an account total for each general ledger account reported.

The summary level is in the same format as the detail report, but shows detail only to the sub-journal posting report number (Register-#), and gives an account total for each general ledger account reported.

The totals only report gives only the last totals page which is common to both the detail report and the summary report.

7. Purge file?

(If you selected **T** for Totals in the **Detail or summary ?** field, or if you entered anything other than “First” to “Last” in the account number range, then this field is skipped.)

Answer **Y** to purge the file after printing the report, or answer **N** if you do not wish the file to be purged.

Purging is permitted only if "First" to "Last" account numbers are included since purging only some accounts could put the I/C Distributions to G/L file out of balance.

If G/L is not installed and you answer **Y** to "Purge file?" all distributions within the date range will be purged after the report is printed.

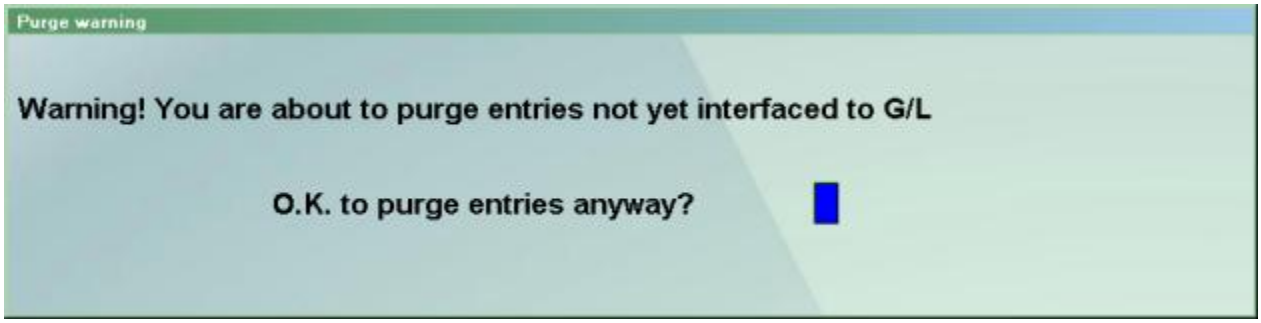
If G/L is installed and you answer **Y** to "Purge file?" the following field appears:

Dists to purge

Enter **1** to purge all distributions within the date range entered above, regardless of whether they have already been interfaced to G/L.

If you select [1] a warning will appear if the user answers **Y** to the Purge distributions? question, and there are un-interfaced entries on file

If you selected to purge all distributions in the range selected, and there are distributions in the range that have not been interfaced to the General Ledger, you are given the following warning:



Answer **Y** to purge the entries anyway, or **N** to abort the purging process.

If you selected to purge, there is a period of processing while the file is being purged. Enter **2** to purge only those distributions which are within the date range and which have already been interfaced to G/L.

8. Group by doc# ?

(This field only displays if the **I/C Distribution mode** in *Setup (Control Information)* is set to "Detail".)

This field is used to print the distribution report by document # instead of section and account order. This option is useful for analysing the distributions to the general ledger when postings are not distributing as expected.

Starting doc#?
Ending doc#?

(These fields display only if you responded **Y** to the **Group by doc#** field.)

Enter the document number range to include in the distribution report. Follow the screen instructions.

A sample of the I/C Distributions to G/L Report is included at the end of this chapter.

Notes on usage - if General Ledger is NOT used

The I/C Distributions to G/L Report lists the debits and credits which must be entered into your manual ledger.

You should print out this report at the end of each accounting period after all I/C transactions for the period have been entered and posted.

Do a backup of your data files and then print this report for all accounts. Specify a date range from "Earliest" to the date which is the end of your accounting period. Specify that the file should be purged. By purging the distributions which are printed on the report, the only distributions remaining in the file (if any) will be those which apply to the future accounting periods.

If a power failure (and computer crash) occurs while printing the report and purging the file, restore the backup and repeat the procedure.

It is highly recommended that the report be printed to disk, since a reprint cannot be produced in the event of a printer jam, or similar event which disrupts the printing of the report. It can then be printed using *Print reports from disk*.

Notes on usage - if using General Ledger

The I/C Distributions to G/L file contains debits and credits (created by I/C transactions) that must be transferred to General Ledger.

The distributions are actually transferred using the *Get distributions* selection from the G/L menu, and then specifying that you want to get distributions from the I/C package. See the chapter titled *Get Distributions* in the G/L User Manual.

Prior to running *Get distributions*, you should print the I/C Distributions to G/L Report for all accounts. Specify a date range from "Earliest" to the date which is the end of your accounting period. Do not specify to purge the file. If you purge distributions before transferring them to G/L, you must enter the distributions manually in G/L (using *General journal*).

The purpose of printing this report prior to transferring the distributions to G/L is to obtain an accurate detailed journal of the debits and credits that are to be transferred to G/L.

You may wish to print the report to disk and then obtain a printed copy using *Print reports from disk*.

After printing the report, you should then back up your data files and run *Get distributions*. When running this selection, you should specify that the distributions are to be purged as they are copied to the General Journal Transaction file. If a power failure (or computer crash) should occur while running *Get distributions*, simply restore your backup and repeat the procedure.

After *Get distributions* has been run, you may then print a General Journal Entry Edit List and compare this report with the I/C Distributions to G/L Report to verify that all debits and credits have been transferred. (The debits and credits will only be comparable if you have purged the distributions each period. If you have not purged the I/C Distributions to G/L file in a previous period, then the reports will not be comparable.)

An alternative procedure follows. However, this method is not recommended due to the possibility of entry errors resulting in the purging of data without transferring to the G/L.

1. Back up your data files.

2. Run *Get distributions*, specifying that distributions are not to be purged.

3. Run Distributions to G/L Report, specifying to purge the file and only interfaced distributions are to be purged.

4. Print the General Journal Entry Edit List. The debits and credits printed on the edit list should be comparable to the debits and credits on the I/C Distributions to G/L Report, provided that you have followed this procedure each period. If you have not purged the I/C Distributions to G/L file in a previous period, then the reports will not be comparable.

Note that if you specify that distributions are not to be purged by *Get distributions*, and you run *Get distributions* again, you will still never transfer the same distribution from I/C to G/L more than once, because *Get distributions* prevents this. You do however run the risk of responding incorrectly in step 3, and may purge undistributed amounts, resulting in the loss of those distributions.

Thus, if after step 2 in the alternate procedure, you discover additional I/C distributions for the accounting period which have not yet been entered into Inventory, simply enter and post these transactions in I/C, and repeat the alternate procedure starting with step 1.

"Account not on file"

When printing this report, it is possible to get an "**Account not on file**" message with an accompanying account number and distribution amount. This occurs when an amount has been distributed to a valid General Ledger account which is not in the Valid G/L Accounts file.

If you get this message, you should trace the missing account name and re-enter it in the Valid G/L Accounts file, using the *Valid G/L accounts* selection. If you are using General Ledger, ensure the account number also exists in the Chart of Accounts file in that package.

If distributions have been made to an invalid account, one which you do not intend to set up, print and purge the Distribution to G/L Report as usual. If you are using General Ledger, allow the invalid account to interface and then correct the invalid account and distribution using the *General journal* selection in General Ledger to delete the offending transaction, and re-entering it with the correct account number.

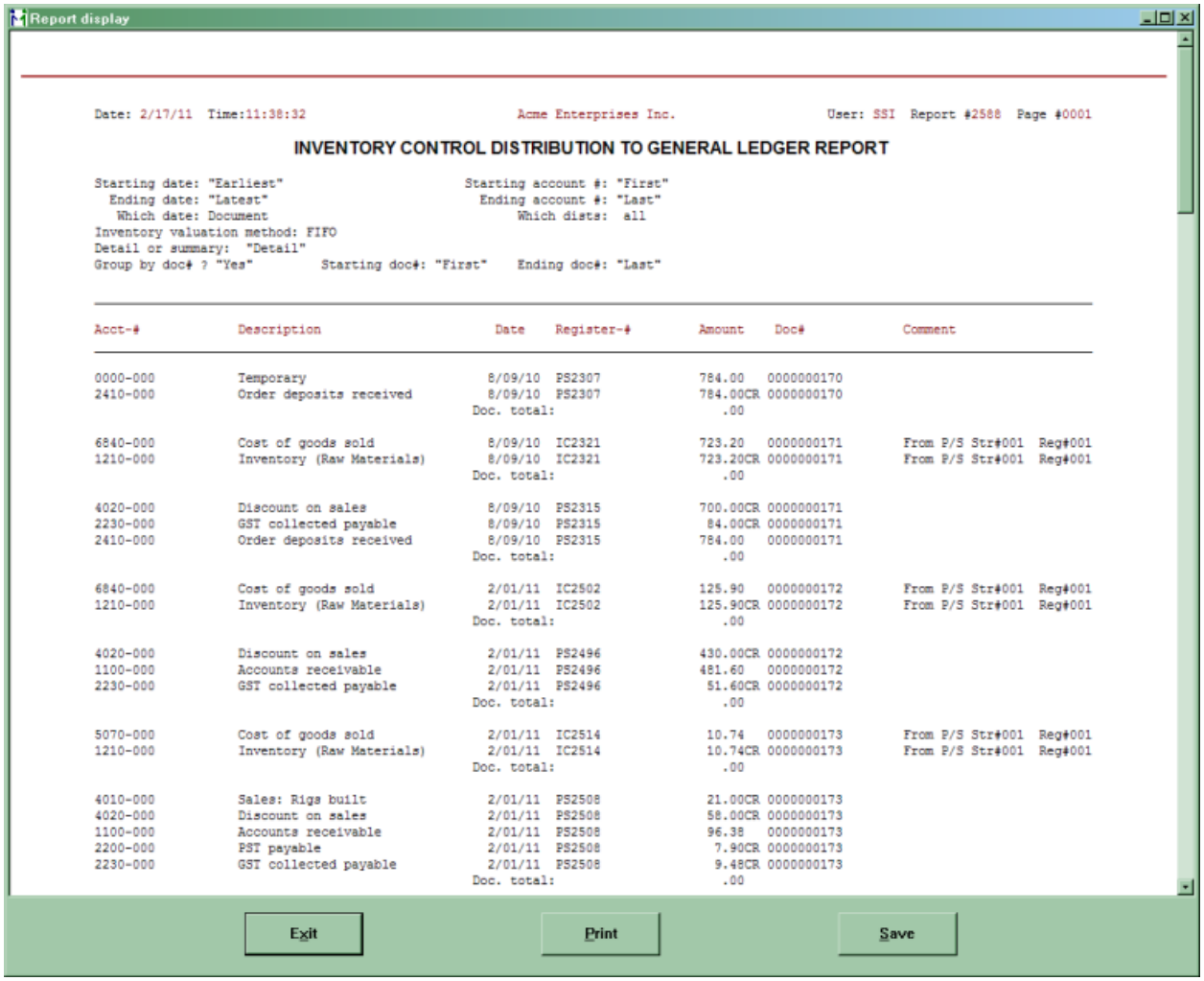
In any event, determine the source of the invalid account number, make the entry to the proper account number, and take steps to ensure that the invalid number cannot be used again.

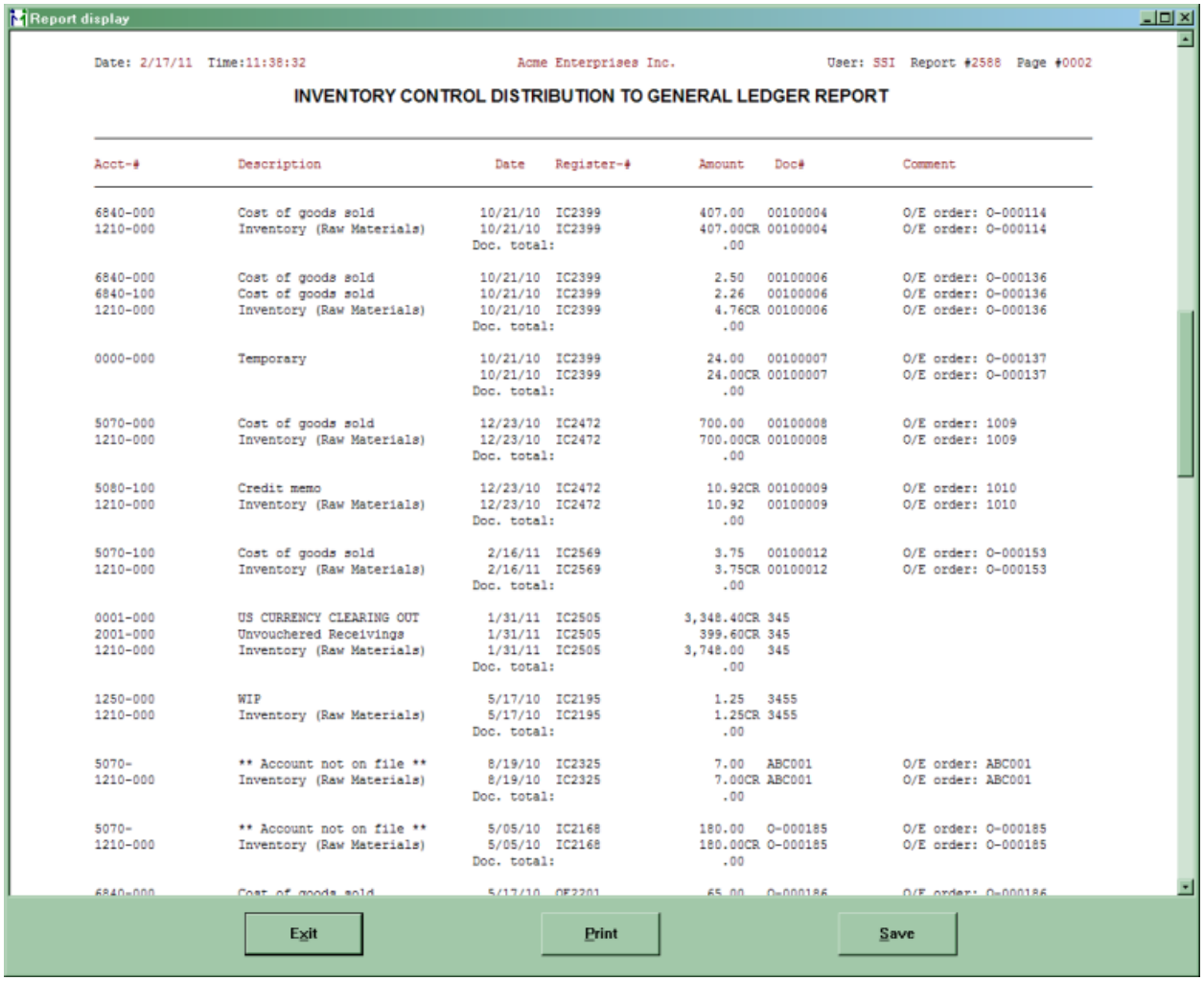
If you encounter any problems in tracing the erroneous entry (amount, where it came from, where it should go, etc.), you may wish to use the printout from the previous

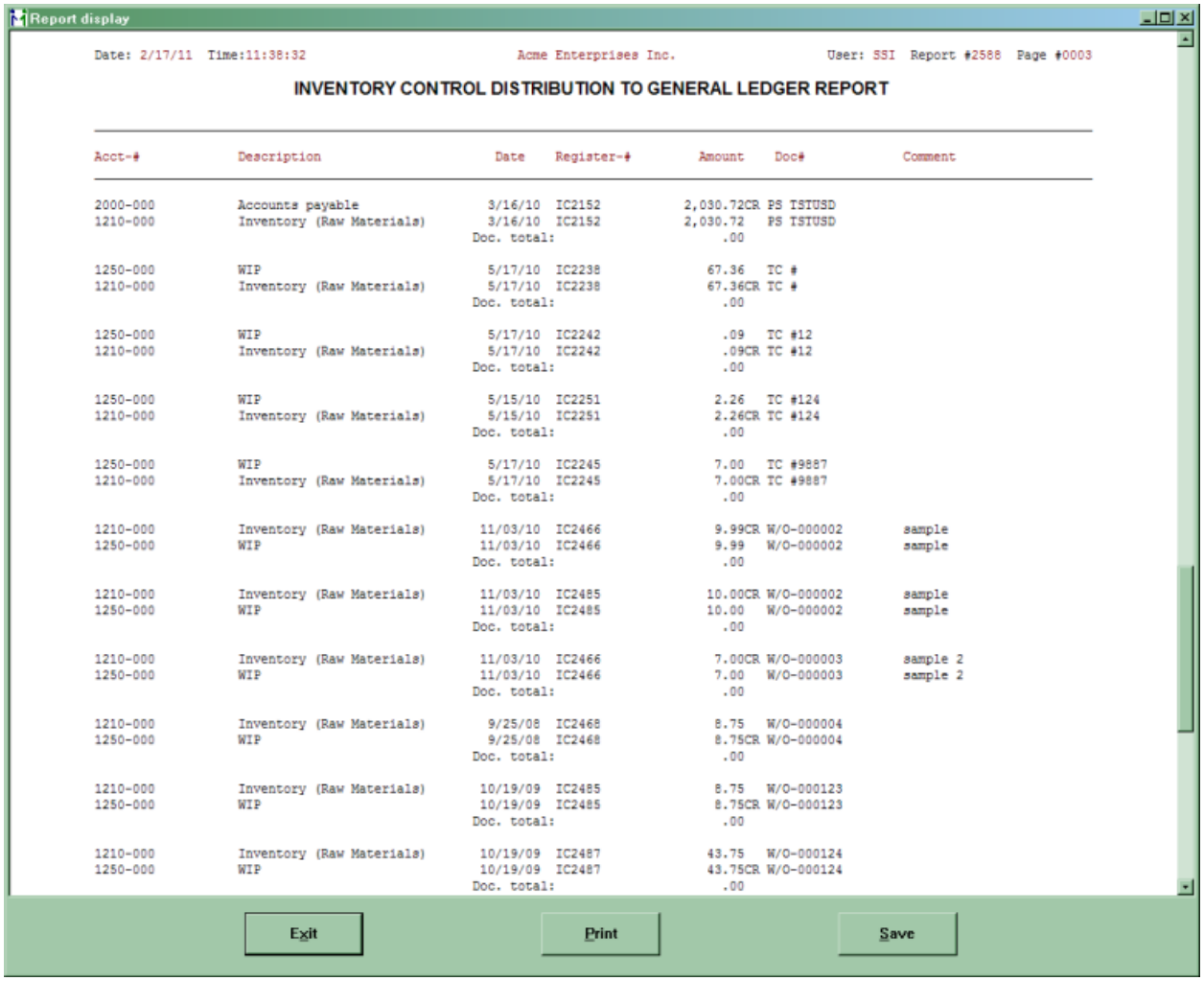
accounting period as a guide. This will show you the accounts you usually post to, the amounts, etc.

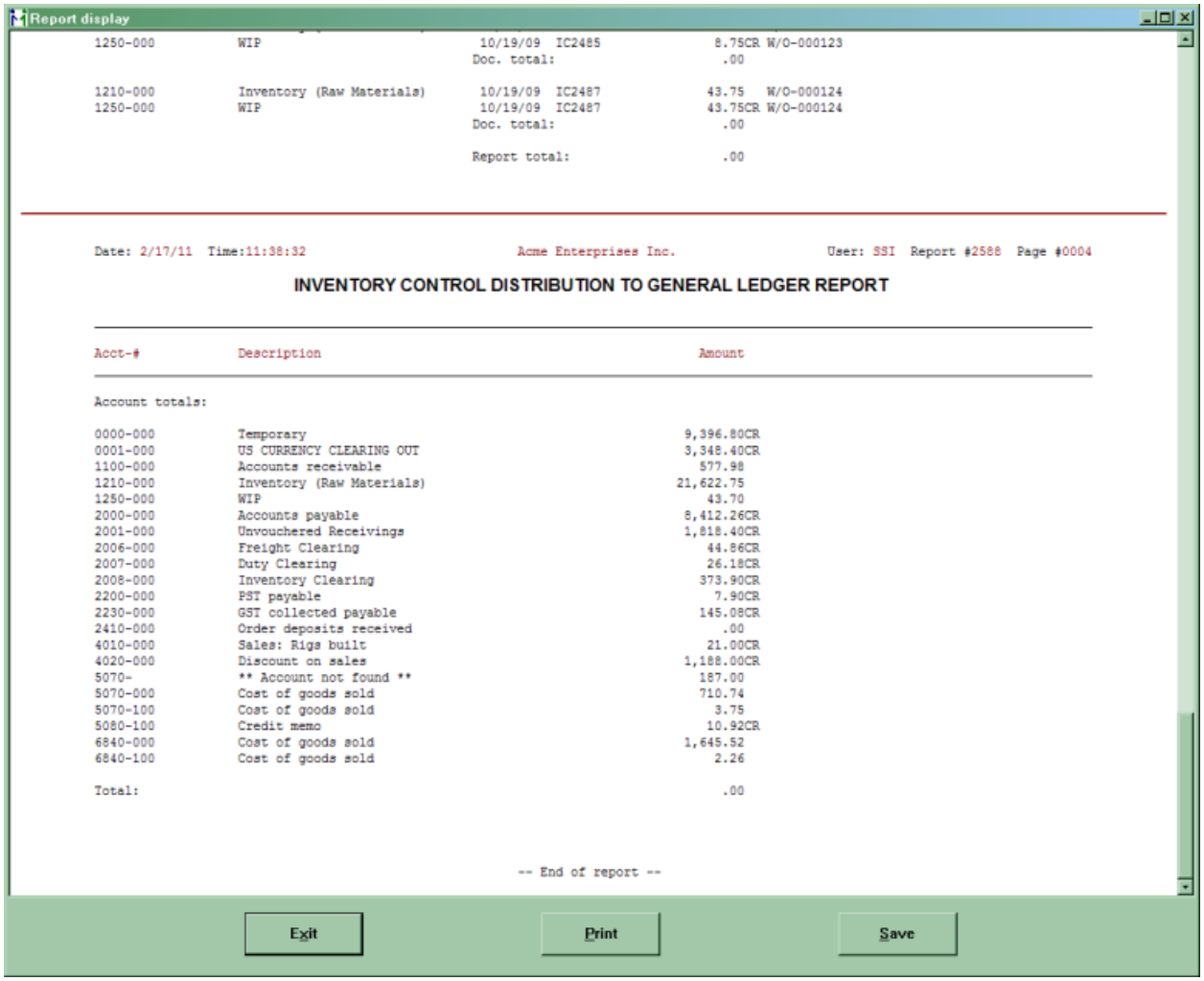
Comparing the current report to the previous report line by line should isolate the error.

If the above procedure fails, calculate and reconstruct the postings manually and then compare these figures to the figures on the printout.


Report display
Date: 2/17/11 Time:11:38:32 Acme Enterprises Inc. User: SSI Report #2588 Page #0001
INVENTORY CONTROL DISTRIBUTION TO GENERAL LEDGER REPORT
Starting date: "Earliest" Starting account #: "First"
Ending date: "Latest" Ending account #: "Last"
Which date: Document Which dists: all
Inventory valuation method: FIFO
Detail or summary: "Detail"
Group by doc# ? "Yes" Starting doc#: "First" Ending doc#: "Last"
Acct-# Description Date Register-# Amount Doc# Comment
0000-000 Temporary 8/09/10 PS2307 784.00 0000000170
2410-000 Order deposits received 8/09/10 PS2307 784.00CR 0000000170
Doc. total: .00
6840-000 Cost of goods sold 8/09/10 IC2321 723.20 0000000171 From P/S Str#001 Reg#001
1210-000 Inventory (Raw Materials) 8/09/10 IC2321 723.20CR 0000000171 From P/S Str#001 Reg#001
Doc. total: .00
4020-000 Discount on sales 8/09/10 PS2315 700.00CR 0000000171
2230-000 GST collected payable 8/09/10 PS2315 84.00CR 0000000171
2410-000 Order deposits received 8/09/10 PS2315 784.00 0000000171
Doc. total: .00
6840-000 Cost of goods sold 2/01/11 IC2502 125.90 0000000172 From P/S Str#001 Reg#001
1210-000 Inventory (Raw Materials) 2/01/11 IC2502 125.90CR 0000000172 From P/S Str#001 Reg#001
Doc. total: .00
4020-000 Discount on sales 2/01/11 PS2496 430.00CR 0000000172
1100-000 Accounts receivable 2/01/11 PS2496 481.60 0000000172
2230-000 GST collected payable 2/01/11 PS2496 51.60CR 0000000172
Doc. total: .00
5070-000 Cost of goods sold 2/01/11 IC2514 10.74 0000000173 From P/S Str#001 Reg#001
1210-000 Inventory (Raw Materials) 2/01/11 IC2514 10.74CR 0000000173 From P/S Str#001 Reg#001
Doc. total: .00
4010-000 Sales: Rigs built 2/01/11 PS2508 21.00CR 0000000173
4020-000 Discount on sales 2/01/11 PS2508 58.00CR 0000000173
1100-000 Accounts receivable 2/01/11 PS2508 96.38 0000000173
2200-000 PST payable 2/01/11 PS2508 7.90CR 0000000173
2230-000 GST collected payable 2/01/11 PS2508 9.48CR 0000000173
Doc. total: .00
Exit
Print
Save


Report display
Date: 2/17/11 Time:11:38:32 Acme Enterprises Inc. User: SSI Report #2588 Page #0002
INVENTORY CONTROL DISTRIBUTION TO GENERAL LEDGER REPORT
Acct-# Description Date Register-# Amount Doc# Comment
6840-000 Cost of goods sold 10/21/10 IC2399 407.00 00100004 O/E order: O-000114
1210-000 Inventory (Raw Materials) 10/21/10 IC2399 407.00CR 00100004 O/E order: O-000114
Doc. total: .00
6840-000 Cost of goods sold 10/21/10 IC2399 2.50 00100006 O/E order: O-000136
6840-100 Cost of goods sold 10/21/10 IC2399 2.26 00100006 O/E order: O-000136
1210-000 Inventory (Raw Materials) 10/21/10 IC2399 4.76CR 00100006 O/E order: O-000136
Doc. total: .00
0000-000 Temporary 10/21/10 IC2399 24.00 00100007 O/E order: O-000137
10/21/10 IC2399 24.00CR 00100007 O/E order: O-000137
Doc. total: .00
5070-000 Cost of goods sold 12/23/10 IC2472 700.00 00100008 O/E order: 1009
1210-000 Inventory (Raw Materials) 12/23/10 IC2472 700.00CR 00100008 O/E order: 1009
Doc. total: .00
5080-100 Credit memo 12/23/10 IC2472 10.92CR 00100009 O/E order: 1010
1210-000 Inventory (Raw Materials) 12/23/10 IC2472 10.92 00100009 O/E order: 1010
Doc. total: .00
5070-100 Cost of goods sold 2/16/11 IC2569 3.75 00100012 O/E order: O-000153
1210-000 Inventory (Raw Materials) 2/16/11 IC2569 3.75CR 00100012 O/E order: O-000153
Doc. total: .00
0001-000 US CURRENCY CLEARING OUT 1/31/11 IC2505 3,348.40CR 345
2001-000 Unvouchered Receivings 1/31/11 IC2505 399.60CR 345
1210-000 Inventory (Raw Materials) 1/31/11 IC2505 3,748.00 345
Doc. total: .00
1250-000 WIP 5/17/10 IC2195 1.25 3455
1210-000 Inventory (Raw Materials) 5/17/10 IC2195 1.25CR 3455
Doc. total: .00
5070- ** Account not on file ** 8/19/10 IC2325 7.00 ABC001 O/E order: ABC001
1210-000 Inventory (Raw Materials) 8/19/10 IC2325 7.00CR ABC001 O/E order: ABC001
Doc. total: .00
5070- ** Account not on file ** 5/05/10 IC2168 180.00 O-000185 O/E order: O-000185
1210-000 Inventory (Raw Materials) 5/05/10 IC2168 180.00CR O-000185 O/E order: O-000185
Doc. total: .00
Exit
Print
Save


Report display
Date: 2/17/11 Time:11:38:32 Acme Enterprises Inc. User: SSI Report #2588 Page #0003
INVENTORY CONTROL DISTRIBUTION TO GENERAL LEDGER REPORT
Acct-# Description Date Register-# Amount Doc# Comment
2000-000 Accounts payable 3/16/10 IC2152 2,030.72CR PS TSTUSD
1210-000 Inventory (Raw Materials) 3/16/10 IC2152 2,030.72 PS TSTUSD
Doc. total: .00
1250-000 WIP 5/17/10 IC2238 67.36 TC #
1210-000 Inventory (Raw Materials) 5/17/10 IC2238 67.36CR TC #
Doc. total: .00
1250-000 WIP 5/17/10 IC2242 .09 TC #12
1210-000 Inventory (Raw Materials) 5/17/10 IC2242 .09CR TC #12
Doc. total: .00
1250-000 WIP 5/15/10 IC2251 2.26 TC #124
1210-000 Inventory (Raw Materials) 5/15/10 IC2251 2.26CR TC #124
Doc. total: .00
1250-000 WIP 5/17/10 IC2245 7.00 TC #9887
1210-000 Inventory (Raw Materials) 5/17/10 IC2245 7.00CR TC #9887
Doc. total: .00
1210-000 Inventory (Raw Materials) 11/03/10 IC2466 9.99CR W/O-000002 sample
1250-000 WIP 11/03/10 IC2466 9.99 W/O-000002 sample
Doc. total: .00
1210-000 Inventory (Raw Materials) 11/03/10 IC2485 10.00CR W/O-000002 sample
1250-000 WIP 11/03/10 IC2485 10.00 W/O-000002 sample
Doc. total: .00
1210-000 Inventory (Raw Materials) 11/03/10 IC2466 7.00CR W/O-000003 sample 2
1250-000 WIP 11/03/10 IC2466 7.00 W/O-000003 sample 2
Doc. total: .00
1210-000 Inventory (Raw Materials) 9/25/08 IC2468 8.75 W/O-000004
1250-000 WIP 9/25/08 IC2468 8.75CR W/O-000004
Doc. total: .00
1210-000 Inventory (Raw Materials) 10/19/09 IC2485 8.75 W/O-000123
1250-000 WIP 10/19/09 IC2485 8.75CR W/O-000123
Doc. total: .00
1210-000 Inventory (Raw Materials) 10/19/09 IC2487 43.75 W/O-000124
1250-000 WIP 10/19/09 IC2487 43.75CR W/O-000124
Doc. total: .00
Exit
Print
Save


Report display
1250-000 WIP 10/19/09 IC2485 8.75CR W/O-000123
Doc. total: .00
1210-000 Inventory (Raw Materials) 10/19/09 IC2487 43.75 W/O-000124
1250-000 WIP 10/19/09 IC2487 43.75CR W/O-000124
Doc. total: .00
Report total: .00
Date: 2/17/11 Time:11:38:32 Acme Enterprises Inc. User: SSI Report #2588 Page #0004
INVENTORY CONTROL DISTRIBUTION TO GENERAL LEDGER REPORT
Acct-# Description Amount
Account totals:
0000-000 Temporary 9,396.80CR
0001-000 US CURRENCY CLEARING OUT 3,348.40CR
1100-000 Accounts receivable 577.98
1210-000 Inventory (Raw Materials) 21,622.75
1250-000 WIP 43.70
2000-000 Accounts payable 8,412.26CR
2001-000 Unvouchered Receivings 1,818.40CR
2006-000 Freight Clearing 44.86CR
2007-000 Duty Clearing 26.18CR
2008-000 Inventory Clearing 373.90CR
2200-000 PST payable 7.90CR
2230-000 GST collected payable 145.08CR
2410-000 Order deposits received .00
4010-000 Sales: Rigs built 21.00CR
4020-000 Discount on sales 1,188.00CR
5070- ** Account not found ** 187.00
5070-000 Cost of goods sold 710.74
5070-100 Cost of goods sold 3.75
5080-100 Credit memo 10.92CR
6840-000 Cost of goods sold 1,645.52
6840-100 Cost of goods sold 2.26
Total: .00
-- End of report --
Exit
Print
Save

Chapter 38

Component Usage Report

Use this selection to print a report showing usage figures for component items of kits. You can print the report in summary or detail for a range of component items or for all component items, and for a range of kits or for all kits. Costs can optionally be printed.

For the range of component items and kits specified, the report shows:

1. The quantity of each component normally used to create the current on-hand quantity in the Status file for the parent item of a kit. This is referred to as the "Theoretical Assembled" on the report, and is based on the component quantity in the kit definition.

   If selected, the cost of the theoretical quantity assembled is also shown.

   When a detailed report is printed, this information is shown for each kit, as well as totals for the component.

2. The quantity of each component normally used in the kits sold for the period-to-date and year-to-date. This is referred to as "Theoretical PTD-usage" and "Theoretical YTD-usage" on the report, and is based on the sales statistics in the Status file for the parent item, and the component quantity per parent in the kit definition.

   If selected, the costs of the theoretical quantities used period-to-date and year-to-date are also shown.

   When a detailed report is printed, this information is shown for each kit, as well as totals for the component.

3. The quantity of each component that is actually on-hand, and that was actually used for the period-to-date and year-to-date. These are referred to as "Actual On-hand", "Actual PTD-usage", and "Actual YTD-usage" on the report. The information prints totals only for each component item, and is obtained from the sum of the Qty-Sold PTD/YTD and Qty-Used PTD/YTD fields in the Status file.

Note that the figures that print are not relative to the range of kits you have specified for the report. The same "Actual" figures print on both the detailed and summary report. The figures may or may not contain assembly statistics merged with sales statistics, depending on the **Component update method** specified in the INVENTORY Control file.

If selected, the costs of the actual quantity on-hand, period-to-date usage, and year-to-date usage are also shown.

4. For tracked components ("C-kit" components, and serialized and lot-controlled components of "T-kits"), the quantity of each component that is currently assembled into kits that are on-hand. This is referred to as "Tracked Inventory Qty-Assembled" on the report, and is obtained from the Tracked Kit Inventory file.

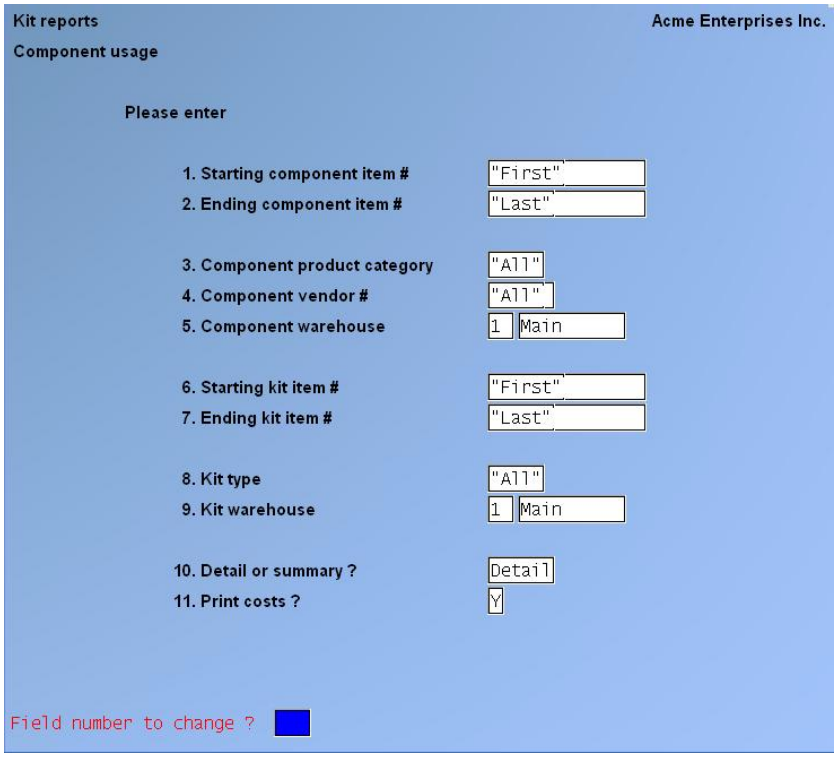
In addition, the difference between the actual quantity currently assembled and the "theoretical" assembled quantity for tracked components is printed. This difference is referred to as "Tracked Inventory Deviation" on the report.

When a detailed report is printed, this information is shown for each kit, as well as totals for the component.

To Begin

Select *Reports* from the Inventory menu. Then select *Component usage* from the *Reports* menu.

When entries are complete for the Component Usage Report, you see a screen similar to this:



The information is entered as follows:

[?] 1. Starting component item #
[?] 2. Ending component item #

Enter the range of item numbers of the components to print on the report. Follow the screen instructions.

[?] 3. Component product category

Enter the product category of the component items, to print the report for a single product category, or use the option:

Option: [F1] For "All" categories

4. Component vendor #

Enter the vendor number of the component items, to print the report for a single vendor, or use the option:

Option: [F1] For "All" vendors

[?] 5. Component warehouse

If you are using multi-warehousing, enter the warehouse of the component items to be printed, or use one of the options:

Options: [Enter] For the "Central" warehouse

[F1] For "All" warehouses

[?] 6. Starting kit item #
[?] 7. Ending kit item #

Enter the range of item numbers of the kits to be printed. Follow the screen instructions.

8. Kit type

Enter the type of kit to be printed. The choices are:

S	Simple
T	Tracked
C	Component-tracked
M	Miscellaneous

You may also use the option:

Option: **[F1]** For "All" kit types

[?] 9. Kit warehouse

If you are using multi-warehousing, enter the warehouse of the kits to be printed or use one of the options:

Options: **[Enter]** For the "Central" warehouse

[F1] For "All" warehouses

10. Detail or summary ?

Enter **D** for a detailed report or **S** for a summary report.

The detailed report shows component usage information for each specified kit and the usage totals for each component. The summary report shows component usage totals only.

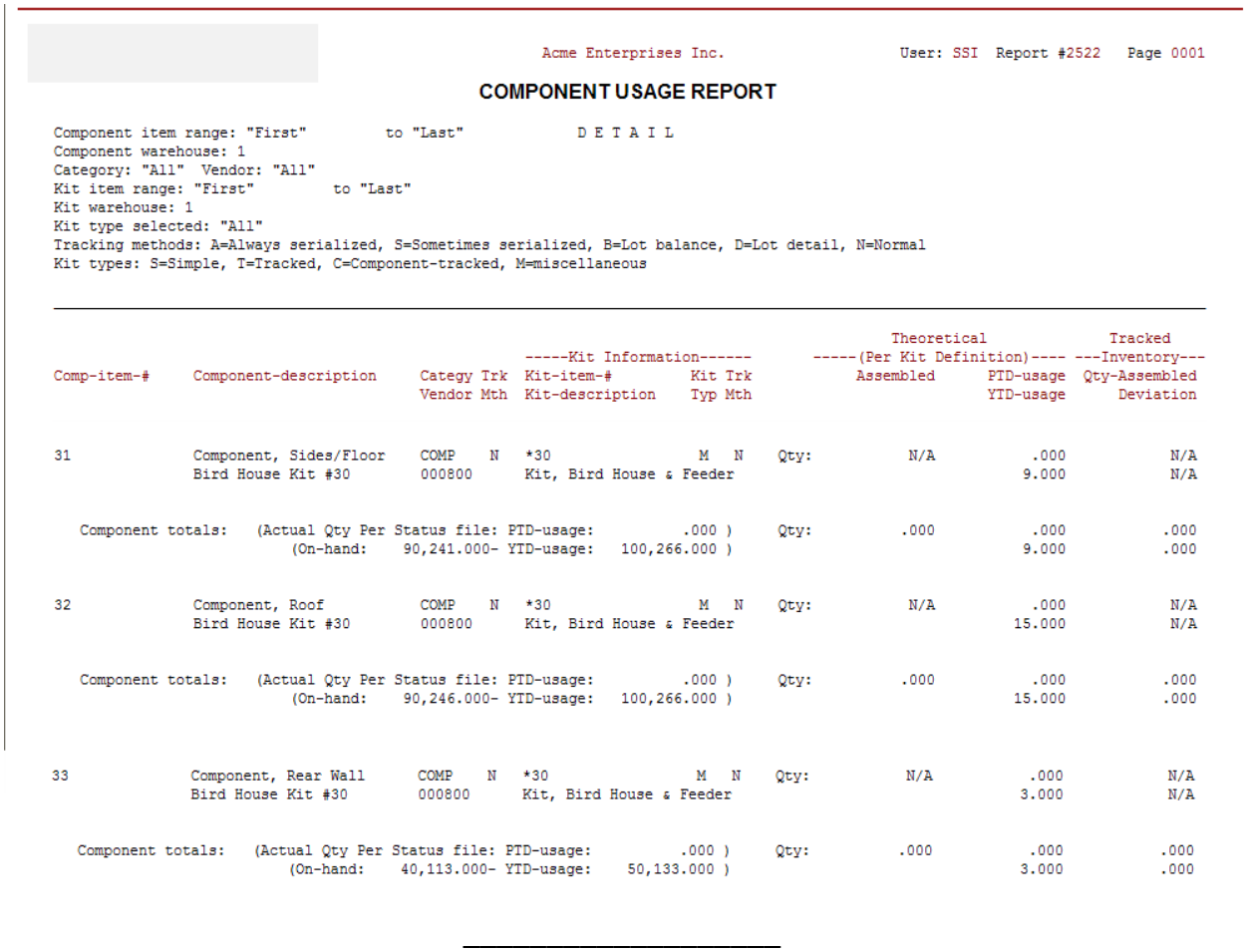
11. Print costs ?

Answer **Y** to show costs for "theoretical" and "actual" component usage. Otherwise, answer **N**.

Under the LIFO or FIFO valuation method, replacement cost is used.

Under the average valuation method average cost is used, and replacement cost is used only for miscellaneous items.

A sorting process takes place prior to printing (or screen display) of the report.



Acme Enterprises Inc. User: SSI Report #2522 Page 0001

COMPONENT USAGE REPORT

Component item range: "First" to "Last" D E T A I L
Component warehouse: 1
Category: "All" Vendor: "All"
Kit item range: "First" to "Last"
Kit warehouse: 1
Kit type selected: "All"
Tracking methods: A=Always serialized, S=Sometimes serialized, B=Lot balance, D=Lot detail, N=Normal
Kit types: S=Simple, T=Tracked, C=Component-tracked, M=miscellaneous

Comp-item-#	Component-description	Categy Trk Vendor Mth	-----Kit Information------ Kit-item-# Kit-description	Kit Typ	Trk Mth		Theoretical -----(Per Kit Definition)---- Assembled	PTD-usage YTD-usage	Tracked ---Inventory--- Qty-Assembled Deviation
31	Component, Sides/Floor	COMP N	*30	M	N	Qty:	N/A	.000	N/A
	Bird House Kit #30	000800	Kit, Bird House & Feeder					9.000	N/A
Component totals:	(Actual Qty Per Status file:		PTD-usage: .000)			Qty:	.000	.000	.000
	(On-hand: 90,241.000-		YTD-usage: 100,266.000)					9.000	.000
32	Component, Roof	COMP N	*30	M	N	Qty:	N/A	.000	N/A
	Bird House Kit #30	000800	Kit, Bird House & Feeder					15.000	N/A
Component totals:	(Actual Qty Per Status file:		PTD-usage: .000)			Qty:	.000	.000	.000
	(On-hand: 90,246.000-		YTD-usage: 100,266.000)					15.000	.000
33	Component, Rear Wall	COMP N	*30	M	N	Qty:	N/A	.000	N/A
	Bird House Kit #30	000800	Kit, Bird House & Feeder					3.000	N/A
Component totals:	(Actual Qty Per Status file:		PTD-usage: .000)			Qty:	.000	.000	.000
	(On-hand: 40,113.000-		YTD-usage: 50,133.000)					3.000	.000

Chapter 39

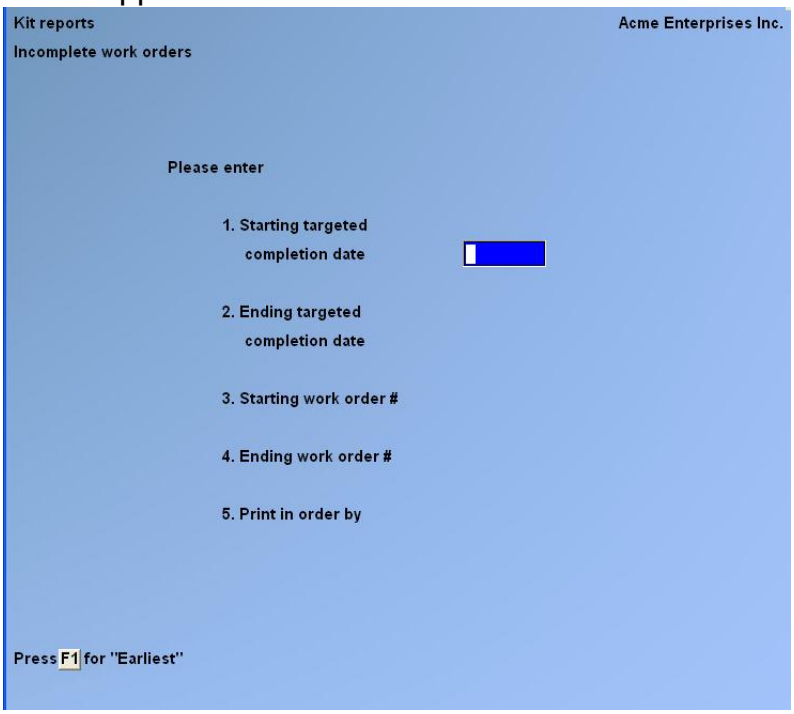
Incomplete Work Orders Report

After a work order has been issued, you can determine if it is overdue (or coming due for completion) by printing the Incomplete Work Orders report.

To Begin

From the Inventory menu, select *Reports*. Then from the *Reports* menu, select *Incomplete work orders*.

The following screen appears:



Enter the following information:

1. Starting targeted completion date
2. Ending targeted completion date

Enter the range of targeted completion dates for work orders to include on the report. Follow the screen instructions.

3. Starting work order #
4. Ending work order #

Enter the range of incomplete work order numbers to include. Follow the screen instructions.

5. Print in order by

(This field displays only if you are using multi-warehousing.)

Type **C** to print work orders in order by component warehouse, **S** by stocking warehouse, or **W** by work order number.

[?] 6. Stocking warehouse

(This field displays only if you enter **S** in the **Print in order by** field.)

Enter a warehouse. Incomplete work orders will be included on the report if their kit-items are to be stocked at this warehouse.

You may also use one of the options:

Option: **[Enter]** For the "Central" warehouse

[F1] For "All" warehouses (work orders will appear in order by the warehouse in which the kit items are stocked)

[?] 6. Component warehouse

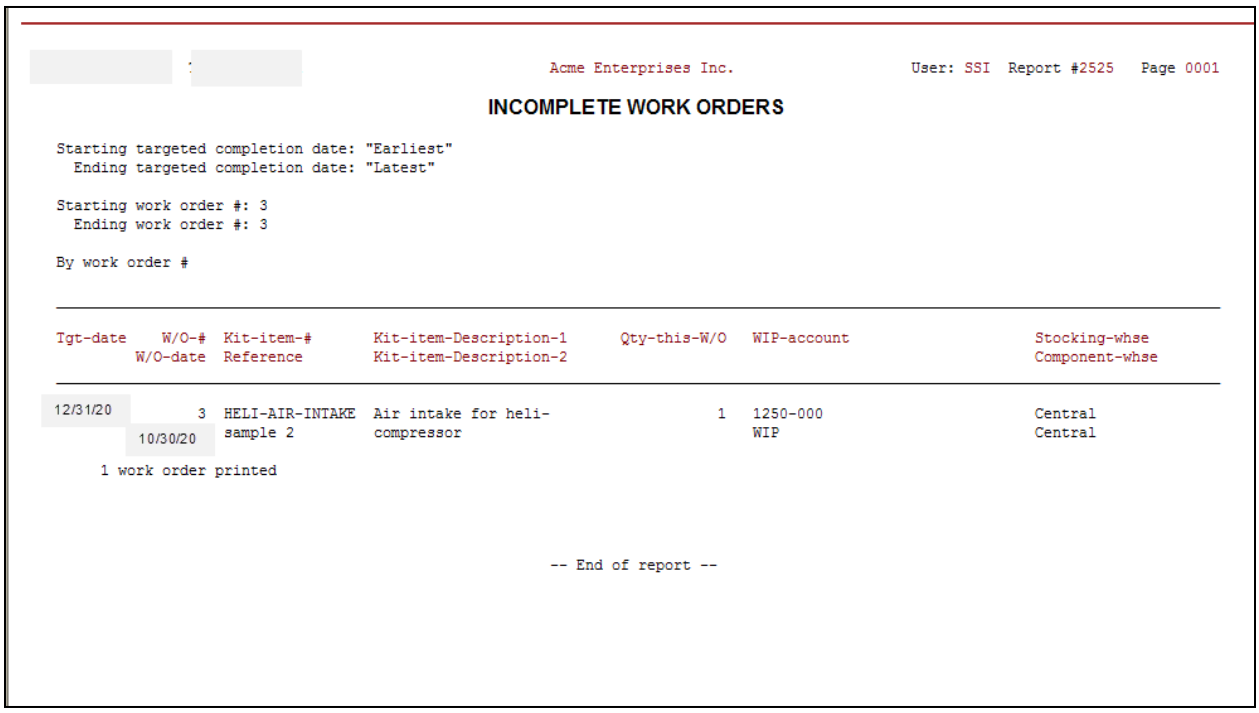
(This field displays only if you enter **C** in the **Print in order by** field.)

Enter a warehouse. Incomplete work orders will be included on the report if their components are to be obtained from this warehouse. You may also use one of the options:

Option: **[Enter]** For the "Central" warehouse

[F1] For "All" warehouses (work orders will appear in order by the warehouse in which the component items are stocked)

Here is a sample Incomplete Work Orders report.



Acme Enterprises Inc. User: SSI Report #2525 Page 0001

INCOMPLETE WORK ORDERS

Starting targeted completion date: "Earliest"
Ending targeted completion date: "Latest"

Starting work order #: 3
Ending work order #: 3

By work order #

Tgt-date / W/O-date	W/O-#	Kit-item-# / Reference	Kit-item-Description-1 / Kit-item-Description-2	Qty-this-W/O	WIP-account	Stocking-whse / Component-whse
12/31/20 / 10/30/20	3	HELI-AIR-INTAKE / sample 2	Air intake for heli- / compressor	1	1250-000 / WIP	Central / Central

1 work order printed

-- End of report --

Chapter 40

Kit Price-Cost Report

The Kit Price/Cost Report is used to compare the selling prices of a kit with the total cost of its components.

The average or replacement item costs are shown for the components. Warehouse costs are not used on this report.

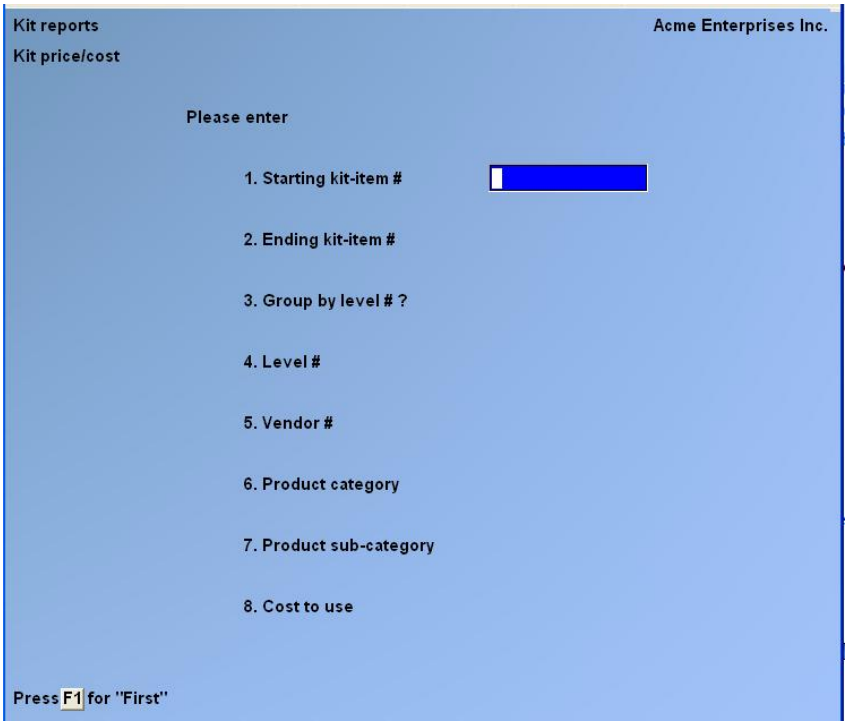
The component average or replacement costs are used to produce a calculated kit cost, which is used to compute margins for the kit when it is sold at prices 1 through 3, as contained in the Item file. Warehouse prices are not used on this report.

The extended cost (quantity in kit x cost) of each component is also shown, based on the kit definition entered in *Kits / Enter*.

To Begin

From the Inventory menu, select *Reports*. Then from the *Reports* menu, select *Kit price/cost*.

This is the screen you see:



Enter the following information:

[?] 1. Starting kit-item #
[?] 2. Ending kit-item #

Enter the range of kit-item numbers to be used for this report. Follow the screen instructions.

3. Group by level # ?

Kit-items are assigned level numbers, as described in the chapter titled *Kits*.

If you wish to print the report with your kit-items grouped by their level numbers, answer **Y**. Otherwise, answer **N** and the kit-items are printed in item number order.

4. Level #

(This field displays "Not applicable" if you enter **N** in the **Group by level #** field.)

Enter the specific level number for the kit-items to be printed, or use the option:

Option: [F1] To include "All" level numbers (kit-items will be grouped by level number)

5. Vendor #

Enter the vendor number for the kit-items to be printed, or use the option:

Option: **[F1]** To include "All" vendors

[?] 6. Product category

Enter the product category for the kit-items to be printed, or use the option:

Option: **[F1]** To include "All" categories

7. Product sub-category

Enter the product sub-category of the kit-items to be printed, or use the option:

Option: **[F1]** To include "All" sub-categories

8. Cost to use
The cost for each kit component used in the calculation of the total kit cost is based on your entry for this field.

If Average, LIFO, or FIFO costing is used, select **A** to use the average item cost or **R** to use the replacement item cost.

If Standard costing is used, select **A** to use the average item cost or **S** to use the standard item cost.

Here is a sample of the Kit Price/Cost Report.

KIT PRICE/COST

Kit-item # range: *30 to *30
Vendor #: "All"
Product category / sub-category: "All" / "All"

Replacement cost is used for miscellaneous items

Kit-item-# / Level-#	Description-1 / Category	Description-2 / Sub-cat	Description-3 / Prc-unit	Comments / Vendor
	Price-1	Price-2	Price-3	Price-4
	Prft/Margn-1	Prft/Margn-2	Prft/Margn-3	Prft/Margn-4
	Price-5	Price-6	Price-7	Price-8	Price-9
	Prft/Margn-5	Prft/Margn-6	Prft/Margn-7	Prft/Margn-8	Prft/Margn-9
*30	Kit, Bird House & Feeder			Seasonally restocked item.
1	HOBBY	EACH	800	
	25.000	22.000	20.000	.000
	14.800	11.800	9.800	10.200-
	59.2 %	53.6 %	49.0 %	n/a %
	.000	.000	.000	.000
	10.200-	10.200-	10.200-	10.200-
	n/a %	n/a %	n/a %	n/a %

Component-itm-#	Description	Quantity	Stk-unit	Average-cost	Extended-cost
32	Component, Roof Bird House Kit #30	1.000	EACH	.30000	.30000
34	Component, Front Wall Bird House Kit #30	1.000	EACH	1.95000	1.95000
31	Component, Sides/Floor Bird House Kit #30	1.000	EACH	.55000	.55000
36	Component, Feeder Tube Bird House Kit #30	1.000	EACH	1.00000	1.00000
32	Component, Roof Bird House Kit #30	2.000	EACH	.30000	.60000
37	Component, Glue Bird House Kit #30	1.000	EACH	2.10000	2.10000
*LABOUR	Labour Charges	1.000	HOUR	.000	.00000
				Total:	10.20000 per EACH

1 Kits printed

-- End of report --

Chapter 41

Material Requirements Report

Use this selection to print a report showing which kits can be assembled, how many of each may be assembled, the quantity required of each component to assemble the specified kits, and for which components there are shortages.

The report can be run for all kits, a range of kits, or a list of kits.

The desired quantity to be assembled of each kit may be entered, or the quantity can be obtained from existing values for the item in the Status file. For example, the "Quantity committed" (representing outstanding customer requirements) can be used as the desired quantity for assembly.
The Component Usage Recap section of this report may optionally be printed to show the quantity requested and quantity required of each component in order to assemble the kits specified. The total shortage quantity of each component is also shown.

The Shortage Summary section may also optionally be printed to show component shortages for each kit.

To Begin

Select *Reports* from the Inventory menu. Then select *Material requirements* from the *Reports* menu.

A screen then appears for you to specify the following information:

[?] 1. Starting kit item #
[?] 2. Ending kit item #

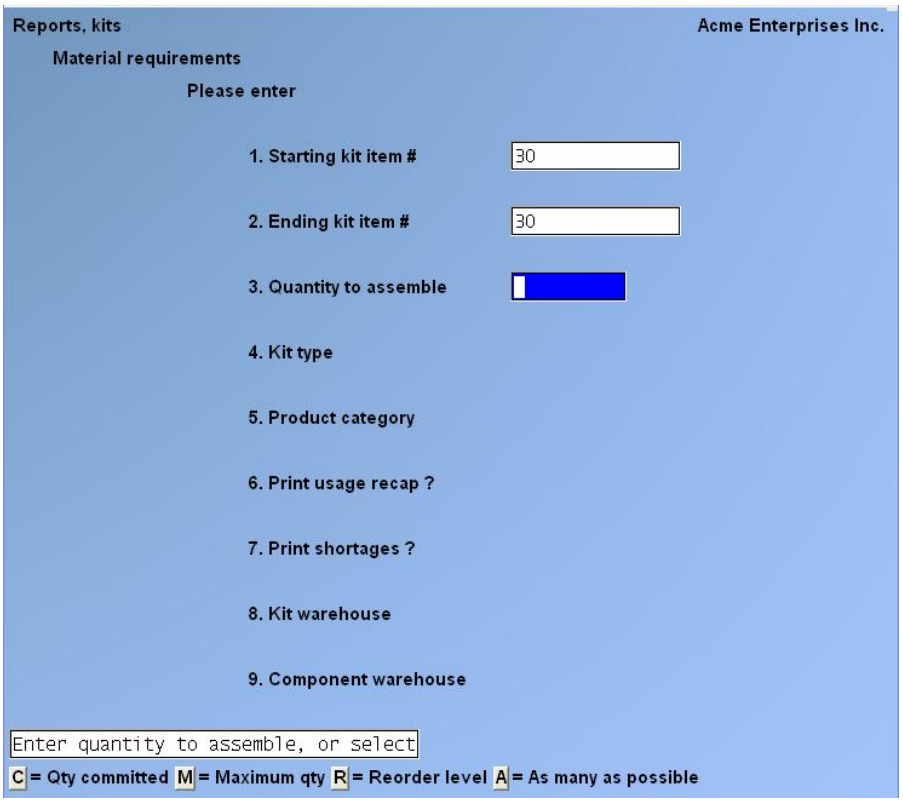
Enter the range of item numbers of the kits to print on the report, or use the option:

Option: **[F1]** To use the first and/or last kit item # currently on file.

[F2] To enter a list of kit item numbers, if the kit item numbers to be printed are not consecutive. (Refer to *Printing a List of Kits* later in this chapter)

Printing a Range of Kits

If you enter a range of item numbers, you will see the following screen:


Reports, kits
Acme Enterprises Inc.
Material requirements
Please enter
1. Starting kit item #
30
2. Ending kit item #
30
3. Quantity to assemble
4. Kit type
5. Product category
6. Print usage recap ?
7. Print shortages ?
8. Kit warehouse
9. Component warehouse
Enter quantity to assemble, or select
C = Qty committed M = Maximum qty R = Reorder level A = As many as possible

NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Kit warehouse" and "Component warehouse" fields.

Enter the following information:

3. Quantity to assemble

Enter the quantity to be assembled of the specified kits, or use one of the options:

Options: **C** Use "Quantity committed" as the quantity to assemble

M Use "Maximum quantity" as the quantity to assemble

R Use "Reorder level" as the quantity to assemble

A To assemble "as many as possible"

If you enter **C**, **M**, or **R**, the quantity to assemble is based on the corresponding field in the Status file for the parent item in the warehouse specified for "Kit warehouse" (field number 8).

For "Quantity committed", the quantity to assemble is the total of outstanding Point of Sale tickets, Billing orders, and Professional Invoicing invoices.

For "Maximum quantity", the quantity to assemble is the "Maximum qty" value, reduced by the available quantity ("Qty on hand" - "Qty committed").

For "Reorder level", the quantity to assemble is the "Reorder level" value, reduced by the available quantity ("Qty on hand" - "Qty committed").

If you enter **A** for "as many as possible", the quantity to assemble is limited only by component items with shortages in the warehouse specified for "Component warehouse" (field number 9). If more than one kit uses a particular component, the kits that are processed later in the report may show that none can be assembled, if components have been allocated to previous kits.

4. Kit type

Enter the type of kit for which you want the report printed. The choices are:

S simple
T tracked
C component-tracked
M miscellaneous

You may also use the option:

Option: [F1] For "All" kit types

The report does not include loose kits ("L-kits").

[?] 5. Product category

Enter the product category of the kits, to print the report for a single product category, or use the option:

Option: [F1] For "All" categories

6. Print usage recap ?

Answer **Y** to print the Component Usage Recap section of the report. Otherwise, answer **N**.

The Component Usage Recap section shows the requested and allocated quantities for each component that would be used to build the specified kits. The quantity short of a component is printed if its available quantity is less than the amount needed to build the specified kits.

7. Print shortages ?

Answer **Y** to print the Shortage Summary section of the report. Otherwise, answer **N**.

The Shortage Summary section shows each kit that has shortages, and the detailed component shortages for the kit. If no shortages exist, this section of the report is not printed.

If you specified "As many as possible" as the quantity to assemble, "N/A" displays for this field and an entry is not allowed.

[?] 8. Kit warehouse

If you are using multi-warehousing, enter the warehouse of the kits to be printed, or use one of the options:

Options: **[Enter]** For the "Central" warehouse

[F1] For "All" warehouses

[?] 9. Component warehouse

If you are using multi-warehousing, enter the warehouse of the components to be printed, or use one of the options:

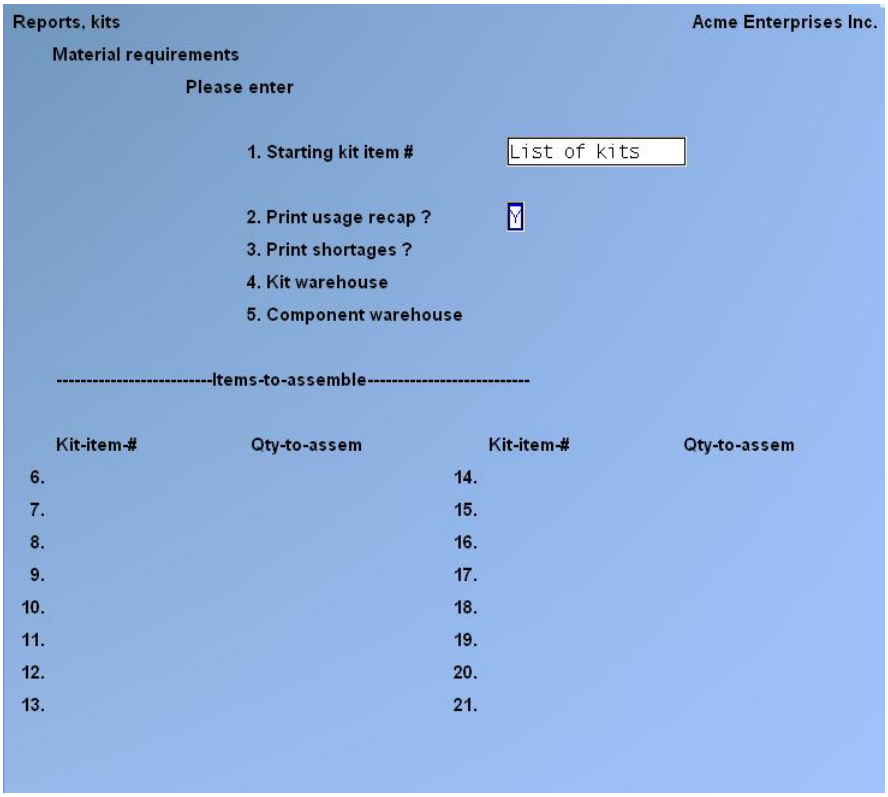
Options: **[Enter]** For the "Central" warehouse

[F1] For "All" warehouses

A sample of the Material Requirements Report is included at the end of this chapter.

Printing a List of Kits

If you press **[F2]** at "Starting kit item #" to enter a list of kits, you see a screen similar to this:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Kit warehouse" and "Component warehouse" fields.

Enter the information on this screen as follows:

2. Print usage recap ?

Answer **Y** to print the Component Usage Recap section of the report. Otherwise, answer **N**.

The Component Usage Recap section shows the requested and allocated quantities for each component that would be used to build the specified kits. The quantity short of a component is printed if its available quantity is less than the amount needed to build the specified kits.

3. Print shortages ?

Answer **Y** to print the Shortage Summary section of the report. Otherwise, answer **N**.

The Shortage Summary section shows each kit that has shortages, and the detailed component shortages for the kit. If no shortages exist, this section of the report is not printed.

[?] 4. Kit warehouse

If you are using multi-warehousing, enter the warehouse of the kits to be printed, or

use one of the options:

Options: **[Enter]** For the "Central" warehouse

[F1] For "All" warehouses

[?] 5. Component warehouse

If you are using multi-warehousing, enter the warehouse of the components to be printed, or use one of the options:

Options: **[Enter]** For the "Central" warehouse

[F1] For "All" warehouses

[?] 6-21. Kit-item-#

Enter the item number for each kit item to be printed, and press **[Enter]** at the next blank "Kit-item-#" field when completed.

Kit assembly is reported (and components depleted) in list order. If kits use the same components, the kits that are processed later in the report may show that none can be assembled if those components have been allocated to previous kits.

Qty-to-assem

For each kit item, enter the quantity to be assembled or use one of the options:

Options: **C** Use "Quantity committed" as the quantity to assemble

M Use "Maximum quantity" as the quantity to assemble

R Use "Reorder level" as the quantity to assemble

A To assemble "as many as possible"

If you enter **C**, **M**, or **R**, the quantity to assemble is based on the corresponding field in the Status file for the parent item in the warehouse specified for "Kit warehouse" (field number 4).

For "Quantity committed", the quantity to assemble is the total of outstanding Point of Sale tickets, Billing orders, and Professional Invoicing invoices.

For "Maximum quantity", the quantity to assemble is the "Maximum qty" value, reduced by the available quantity ("Qty on hand" - "Qty committed").

For "Reorder level", the quantity to assemble is the "Reorder level" value, reduced by the available quantity ("Qty on hand" - "Qty committed").

If you enter **A** for "as many as possible", the quantity to assemble is limited only by component items with shortages in the warehouse specified for "Component warehouse" (field number 5). If more than one kit uses a particular component, the kits that are processed later in the report may show that none can be assembled, if components have been allocated to previous kits.

Material Requirements Report Headings

The headings and information that print on each section of the Material Requirements Report are described below:

Kit Summary

Kit-item-#
Description
Catgy
Kit Typ

These fields are found in the Item file and are printed for the specified kit items.

Quantity Requested

This is the quantity you entered in “Quantity to assemble”, or is the amount based on the calculation method selected in "Quantity to assemble".

OPT

If you entered a list of kits, this is the option you specified for "Qty-to-assem" of each kit.

(Separate) Quantity Assembled

This is the quantity that can be assembled of the kit without encountering any component shortages, and without considering previous kits on the report that use the same components.

(Combined) Quantity Assembled

This is the quantity that can be assembled of the kit without encountering any component shortages, after considering previous kits on the report that use the same components.

Quantity On-Hand

This is the current quantity on-hand of the kit item for the applicable warehouse(s).

Quantity Available

This is the current quantity available of the kit for the item for the applicable warehouse(s).

Quantity Short

This is the quantity of the kit item that cannot be assembled. This field is computed by subtracting the (combined) quantity built from the quantity requested.

Component Usage Recap

Comp-item-#
Description
Catgy

These fields are found in the kit definitions and the Item file and are printed for the components of the specified kits.

Quantity Requested

This is the quantity of the component necessary to assemble the requested quantity of all specified kits.

Quantity Allocated

This is the quantity of the component necessary to assemble the (combined) quantity built of all specified kits.

Quantity On-Hand

This is the current quantity on-hand of the component item for the applicable warehouse(s).

Quantity Available

This is the current quantity available of the component item for the applicable warehouse(s).

Quantity Short

This is the quantity short of the component item based on all specified kits. This field is computed by subtracting the quantity available from the quantity requested for the component.

Shortage Summary

Kit-item-#
Description

These fields are found in the Item file and are printed for the kit items that contain components with shortages.

Comp-item-#

This field is found in the kit definition, and prints only for components with shortages.

Quantity Requested

This is the quantity of the component necessary to assemble the requested quantity of the specified kits.

Date 02/08/11 Time 11:08:47 **Acme Enterprises Inc.** User: SSI Report #2533 Page 0001

MATERIAL REQUIREMENTS REPORT

K I T S U M M A R Y

Kit item range: *30 to *30
Qty to assemble: 60.000
Kit type selected: "All"
Category: "All"
Kit warehouse: Central
Comp warehouse: Central
Kit types: S=Simple, T=Tracked, C=Component-tracked, M=miscellaneous

Kit-item-#	Description	Kit Catgy	Typ	Quantity Requested	(Separate) Quantity Assembled	(Combined) Quantity Assembled	Quantity On-Hand	Quantity Available	Quantity Short
*30	Kit, Bird House & Feeder	HOBBY	M	60.000	23.800	23.800	.000	.000	36.200

Date 02/08/11 Time 11:08:47 **Acme Enterprises Inc.** User: SSI Report #2533 Page 0002

MATERIAL REQUIREMENTS REPORT

C O M P O N E N T U S A G E R E C A P

Comp-item-#	Description	Cat/sub-cat	Quantity Requested	Quantity Allocated	Quantity On-Hand	Quantity Available	Quantity Short
*LABOUR	Labour Charges	PARTW	60.000	23.800	.000	.000	
31	Component, Sides/Floor Bird House Kit #30	COMP	180.000	71.400	392.000	392.000	
32	Component, Roof Bird House Kit #30	COMP	300.000	119.000	119.000	119.000	181.000
33	Component, Rear Wall Bird House Kit #30	COMP	60.000	23.800	161.000	161.000	
34	Component, Front Wall Bird House Kit #30	COMP	60.000	23.800	76.000	75.000	
35	Component, Perch Bird House Kit #30	COMP	60.000	23.800	60.000	60.000	
36	Component, Feeder Tube Bird House Kit #30	COMP	60.000	23.800	235.000	234.000	
37	Component, Glue Bird House Kit #30	COMP	60.000	23.800	80.000	80.000	

-- End of report --

Building business and technology relationships.

Chapter 42

Tracked Kit Inventory Report

Use this selection to print a report showing unsold or sold Tracked and Component-tracked kits. Information for the components assembled into the kits can optionally be printed with full or brief detail.

For the specified range of kits, the unsold report shows for each parent item:

- kit type
- serial or lot number
- warehouse
- assemble date
- document number
- cost
- last transaction activity and date
- reference text
- quantity assembled and quantity on hand

Totals for each item number are also printed.

The sold report shows the same information for the specified range of kits, customers, and invoice dates. In addition, the price, invoice date, invoice number, and customer number are also printed for each kit.

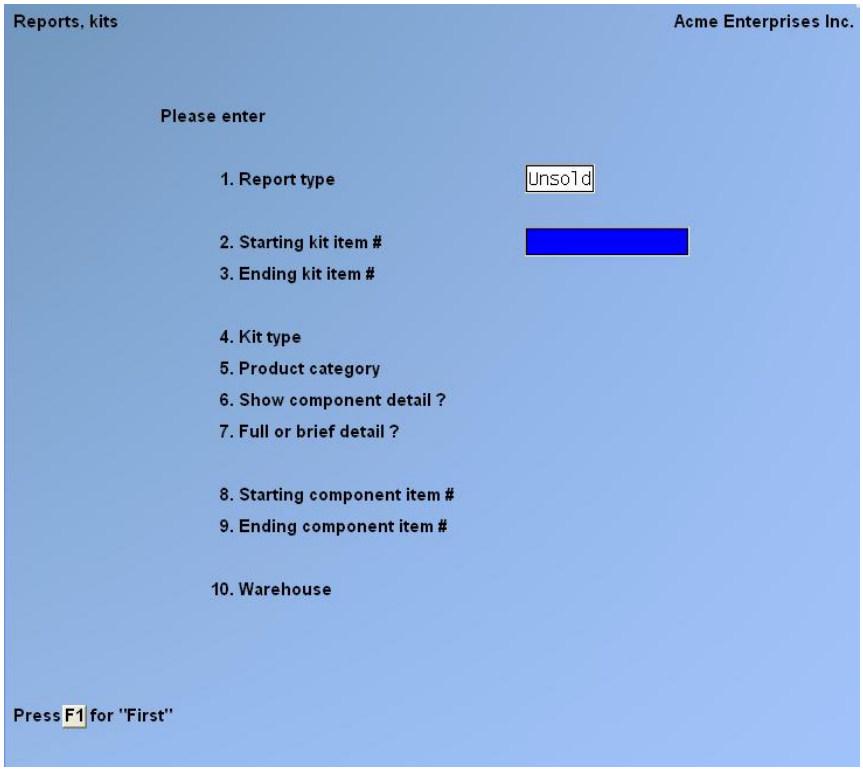
When component detail is printed in the full format, the report shows for each component: item number, description, warehouse, quantity, unit cost, and serial number or lot number (if applicable). The brief format prints this information only for serialized and lot-controlled components.

For the tracked components (all "C-kit" components, and serialized and lot-controlled components of "T-kits"), the printed information is obtained from the Tracked Kit Inventory file and reflects how the kit was actually assembled. For non-tracked components, the kit definition is used as the source of information.

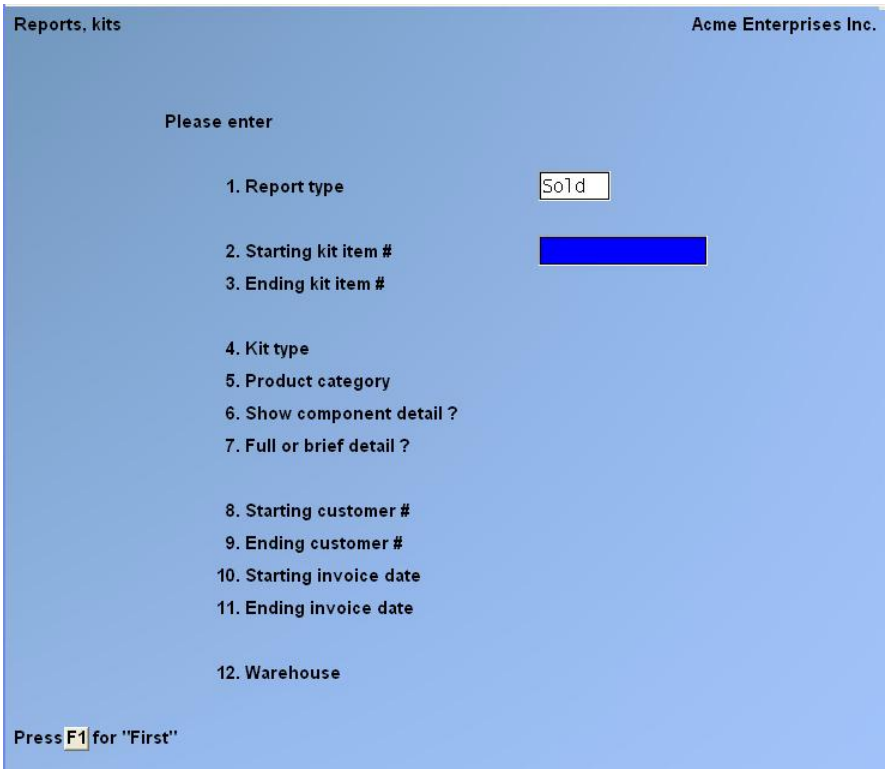
To Begin

Select *Reports* from the I/C menu. Then select *Tracked kit inventory* from the *Reports* menu.

If unsold kits are selected in the first field, you will see a screen similar to the following:



If sold kits are selected in the first field, you will see a screen similar to the following:



Enter the information as follows:

1. Report type

Enter **U** to report on unsold tracked kits, or **S** for sold tracked kits (see section titled **Sold Tracked Kits** later in this chapter).

[?] 2. Starting kit item #
[?] 3. Ending kit item #

Enter the range of item numbers of the kits to print on the report. Follow the screen instructions.

If you enter a range of kit item numbers in field numbers 2 and 3 above, field numbers 4 and 5 display as follows:

4. Kit type

(This field appears if the item number you entered for "Starting kit item #" and "Ending kit item #" are different.)

Enter **T** to print the report for Tracked kits, enter **C** to print the report for Component-tracked kits, or use the option:

Option: [F1] for "All" kit types

The report does not include Simple, Miscellaneous, or Loose kits because component

information is not tracked for these kit types.

[?] 5. Product category

(This field appears if the item number you entered for "Starting kit item #" and "Ending kit item #" are different.)

Enter the product category of the kit items, to print the report for a single product category, or use the option:

Option: [F1] For "All" categories

4. Starting kit serial #/lot #
5. Ending kit serial #/lot #

(These fields appear if you entered the same item number for "Starting kit item #" and "Ending kit item #".)

Enter the range of serial numbers or lot numbers of the kit items to print on the report. Follow the screen instructions.

6. Show component detail ?

Answer **Y** to print component information for each unsold or sold kit. Answer **N** to print only the kit information.

7. Full or brief detail ?

(If you answered **N** to "Show component detail ?", this field displays "(Not applicable)" and entry is not allowed.)

Enter **F** to print full component detail, or enter **B** for brief component detail.

Full component detail includes information on every tracked component for each unsold or sold kit. Brief component detail shows information only on lot-controlled and serialized components in each kit.

[?] 8. Starting component item #
[?] 9. Ending component item #

(These fields display if you specified "Unsold" in the "Report Type" field.)

(If you answered **N** to "Show component detail ?", these fields display "(Not applicable)" and entry is not allowed.)

Enter the range of item numbers of the components to be included in the report. Follow the screen instructions.

[?] 8. Starting customer #
[?] 9. Ending customer #

(These fields display if you specified "Sold" in the "Report Type" field.)

Enter the range of customer numbers to be included in the report. Follow the screen instructions.

10. Starting invoice date
11. Ending invoice date

(These fields display if you specified "Sold" in the "Report Type" field.)

Enter the range of invoice dates for which sold tracked kits are to be printed. Follow the screen instructions.

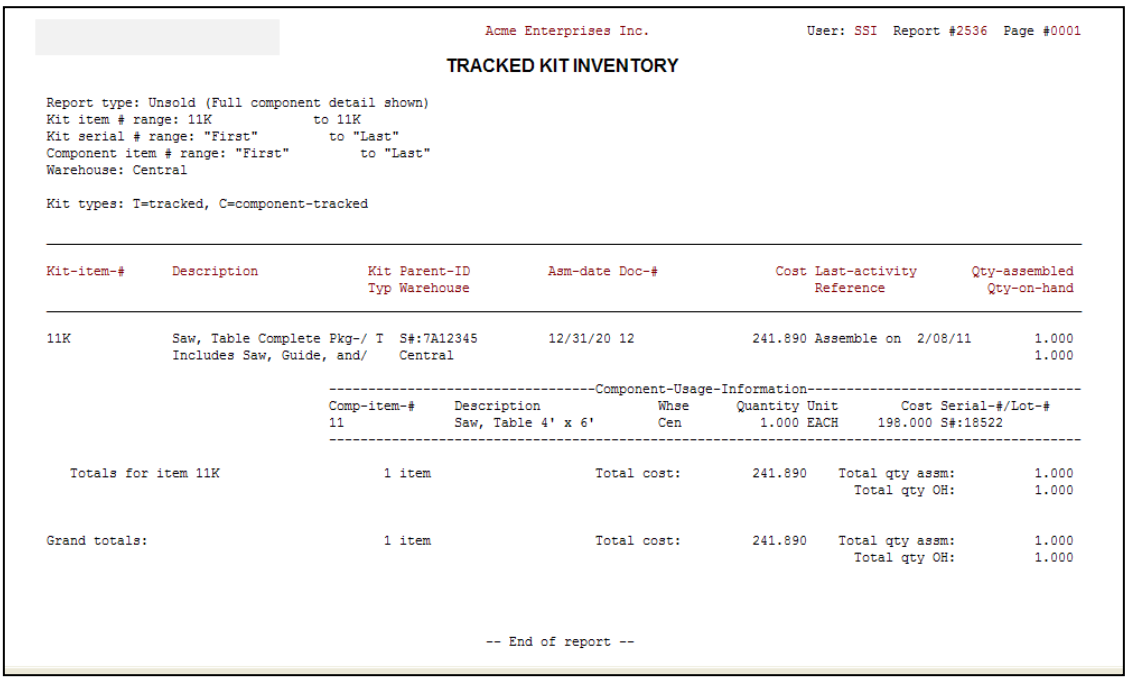
[?] 12. Warehouse

(This field appears only if you are using multi-warehousing, and displays as field 10 for the "Unsold" report type.)

Enter the warehouse of the unsold kits to be printed or use one of the options:

Options: **[Enter]** For the "Central" warehouse

[F1] For "All" warehouses



Acme Enterprises Inc. User: SSI Report #2536 Page #0001

TRACKED KIT INVENTORY

Report type: Unsold (Full component detail shown)
Kit item # range: 11K to 11K
Kit serial # range: "First" to "Last"
Component item # range: "First" to "Last"
Warehouse: Central

Kit types: T=tracked, C=component-tracked

Kit-item-#	Description	Kit Typ	Parent-ID Warehouse	Asm-date	Doc-#	Cost	Last-activity Reference	Qty-assembled Qty-on-hand
11K	Saw, Table Complete Pkg-/ Includes Saw, Guide, and/	T	S#:7A12345 Central	12/31/20	12	241.890	Assemble on 2/08/11	1.000 1.000

Component-Usage-Information

Comp-item-#	Description	Whse	Quantity	Unit	Cost	Serial-#/Lot-#
11	Saw, Table 4' x 6'	Cen	1.000	EACH	198.000	S#:18522

Totals for item 11K	1 item	Total cost:	241.890	Total qty assm:	1.000
				Total qty OH:	1.000
Grand totals:	1 item	Total cost:	241.890	Total qty assm:	1.000
				Total qty OH:	1.000

-- End of report --

Chapter 43

Where-Used Report

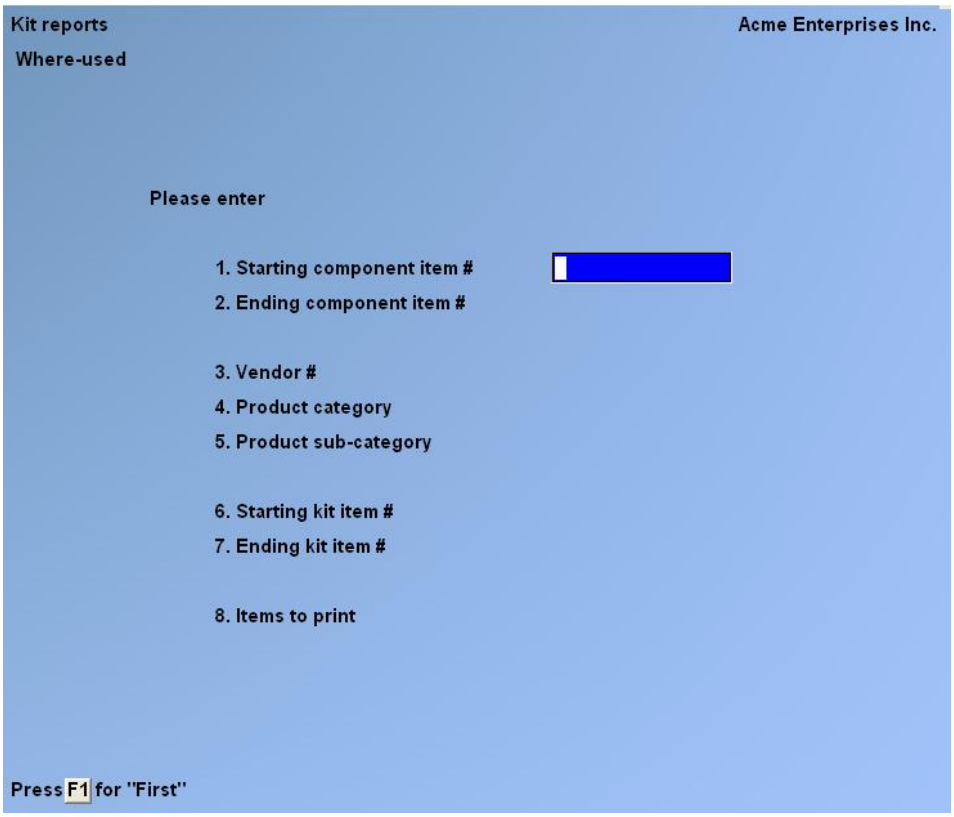
Use this selection to show all the kits in which a selection of items is used as components.

This report can also show any items which are not used as a component in the assembly of any kit.

To Begin

From the Inventory menu, select *Reports, kit*. Then from the *Reports, kit* menu, select *Where-used*.

This is the screen you see:



Enter the following information:

[?] 1. Starting item #
[?] 2. Ending item #

Enter the range of item numbers (components) for this report. Follow the screen instructions.

3. Vendor #

Enter the vendor number for the items to be printed, or use one of the options:

Option: **[F1]** For "All" vendors

[?] To select a vendor if *Purchasing* is installed.

[?] 4. Product category

Enter the product category for the items to be printed, or use the option:

Option: **[F1]** For "All" product categories

[?] 5. Product sub-category

Enter the product sub-category for the items to be printed, or use the option:

Option: **[F1]** For "All" product sub-categories

[?] 6. Starting kit-item #
[?] 7. Ending kit-item #

Enter the range of kit-item numbers to search within for this report. Follow the screen instructions.

8. Items to print

This selection determines the type of information printed on this report. Enter one of the following:

1 - Items used in kits

The range of items specified are cross-referenced against the kit definitions for the range of kit-items specified. Each item which is used as a component of one or more kits is printed on the report, along with the kit-items for which it is a component.

2 - Items not used in kits

The range of items specified above are cross-referenced against the kit definitions for the range of kit-items specified. Each item which is not used as a component of any kit is printed on the report.

3 - All items

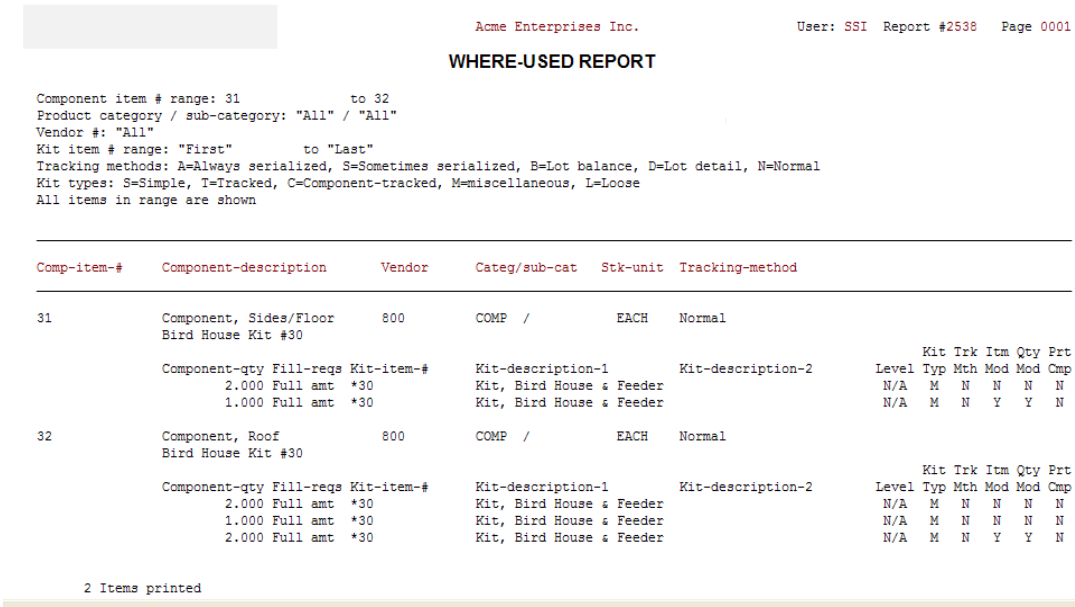
The range of items specified above are cross-referenced against the kit definitions for the range of kit-items specified. If the item is not used as a component of any kit, then "Not used in any kit" is printed for the item. Otherwise, the kit-items for which the item is a component are printed.

9. Items used on kit type ?

This selection determines the type of kit items to be printed on this report. Enter one of the following:

S	Simple
T	Tracked
C	Component-tracked
M	Miscellaneous
L	Loose
[F1]	For "All" kit types

Here is a sample of the Where-Used Report.



Acme Enterprises Inc. User: SSI Report #2538 Page 0001

WHERE-USED REPORT

Component item # range: 31 to 32
Product category / sub-category: "All" / "All"
Vendor #: "All"
Kit item # range: "First" to "Last"
Tracking methods: A=Always serialized, S=Sometimes serialized, B=Lot balance, D=Lot detail, N=Normal
Kit types: S=Simple, T=Tracked, C=Component-tracked, M=miscellaneous, L=Loose
All items in range are shown

Comp-item-#	Component-description	Vendor	Categ/sub-cat	Stk-unit	Tracking-method
31	Component, Sides/Floor Bird House Kit #30	800	COMP /	EACH	Normal

Component-qty	Fill-reqs	Kit-item-#	Kit-description-1	Kit-description-2	Kit Level	Trk Typ	Itm Mth	Qty Mod	Prt Mod	Cmp
2.000	Full amt	*30	Kit, Bird House & Feeder		N/A	M	N	N	N	N
1.000	Full amt	*30	Kit, Bird House & Feeder		N/A	M	N	Y	Y	N

Comp-item-#	Component-description	Vendor	Categ/sub-cat	Stk-unit	Tracking-method
32	Component, Roof Bird House Kit #30	800	COMP /	EACH	Normal

Component-qty	Fill-reqs	Kit-item-#	Kit-description-1	Kit-description-2	Kit Level	Trk Typ	Itm Mth	Qty Mod	Prt Mod	Cmp
2.000	Full amt	*30	Kit, Bird House & Feeder		N/A	M	N	N	N	N
1.000	Full amt	*30	Kit, Bird House & Feeder		N/A	M	N	N	N	N
2.000	Full amt	*30	Kit, Bird House & Feeder		N/A	M	N	Y	Y	N

2 Items printed

Chapter 44

Work Order History Report

After a work order has been closed (using *Close work orders*), it may be printed using this selection. "Immediate" work orders which have been issued may also be printed using this selection.

If the component usage transactions and/or kit assembly transaction for the work order have not yet been posted (using *Inventory / Post*), then some or all of the cost information may be omitted from the Work Order History Report. This information will appear on the report after you post those inventory transactions.

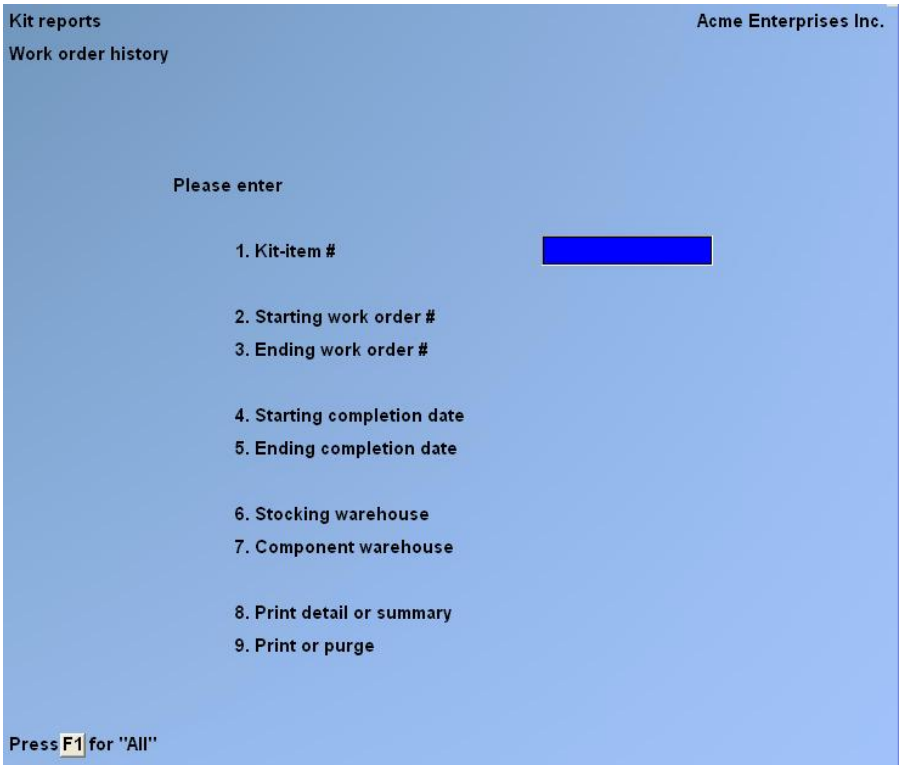
Work order history may also be purged using the Work Order History Report.

The same information can be viewed using the *View / Work-Order History* option (see the chapter titled **View**).

To Begin

Select *Work order history* from the *Reports* menu.

You see:



Enter the following information:

[?] 1. Kit-item #

Enter a specific kit-item number to print just the work orders which were used to assemble that kit-item, or use the option:

Option: **[F1]** for "All" kit items

2. Starting work order #
3. Ending work order #

Enter the range of work order numbers to be printed on the report. Follow the screen instructions.

4. Starting completion date
5. Ending completion date

Work orders which were completed within the range of completion dates entered here are printed on the report. Follow the screen instructions.

[?] 6. Stocking warehouse

(This field only displays if you are using multi-warehousing.)

Enter a warehouse. Work orders are printed on the report if their kit-items were assembled for this warehouse. You may also use the option:

Option: **[F1]** For "All" stocking warehouses

[?] 7. Component warehouse

(This field only displays if you are using multi-warehousing.)

Enter a warehouse. Work orders are printed on the report if their components were obtained from this warehouse. You may also use the option:

Option: **[F1]** For "All" component warehouses

8. Print detail or summary

Enter either **D** to print a detail report, or **S** for a summary report.

The detail version of the report prints the quantity used for each component, along with the total cost for each component.

9. Purge or print

Enter **1** to print the report without purging work orders from the Work Order History file.

Enter **2** to print the report and purge the work orders selected by the above criteria from the file.

Enter **3** to purge the work orders selected by the above criteria from the file, without printing the report.

Here is a sample of the Work Order History Report:

Acme Enterprises Inc. User: SSI Report #2539 Page 0001

WORK ORDER HISTORY REPORT

Kit item #: *30
Work order #: "First" to "Last"
Completion date: "Earliest" to "Latest"

Stocking warehouse: "All"
Component warehouse: "All"
Cost shown as (Not available) when corresponding inventory entry is not yet posted.
Detail is shown. Work orders marked with "*" can be purged.

W/O-#	Kit-item-# / Description	W/O-date / Qty-this-W/O	Tgt-date / Comp-dat	Tot-component-cost	WIP-account / Reference	WIP-account-description / Stocking-whse / Component-whse
1*	*30 Kit, Bird House & Feeder	12/31/20 8	12/31/20 12/31/20	71.60	1250-000 PO-135-923	WIP 1 Main 1 Main

Component-itm-#	Description	Per-kit-qty	Qty-reqd	Qty-used	Fill-reqs	W/O-component-cost
34	Component, Front Wall Bird House Kit #30 A different change	1	8	8	Full amt	15.60
31	Component, Sides/Floor Bird House Kit #30	2	16	16	Full amt	8.80
33	Component, Rear Wall Bird House Kit #30	1	8	8	Full amt	12.00
32	Component, Roof Bird House Kit #30	2	16	16	Full amt	4.80
35	Component, Perch Bird House Kit #30	1	8	8	Full amt	4.00
36	Component, Feeder Tube Bird House Kit #30	1	8	8	Full amt	9.60
37	Component, Glue Bird House Kit #30	1	8	8	Full amt	16.80

1 work order printed

Chapter 45

Flooring Report

The Flooring Report is intended to show merchandise which is "floored" by a third-party finance company.

This report shows serialized inventory, organized by "source" (finance company). "Source" for each serial number is specified at the time of receipt (using *Inventory* receivings), and can be defaulted to the vendor for the item. "Source" can be modified after receipt, using a *Serial numbers* Update transaction.

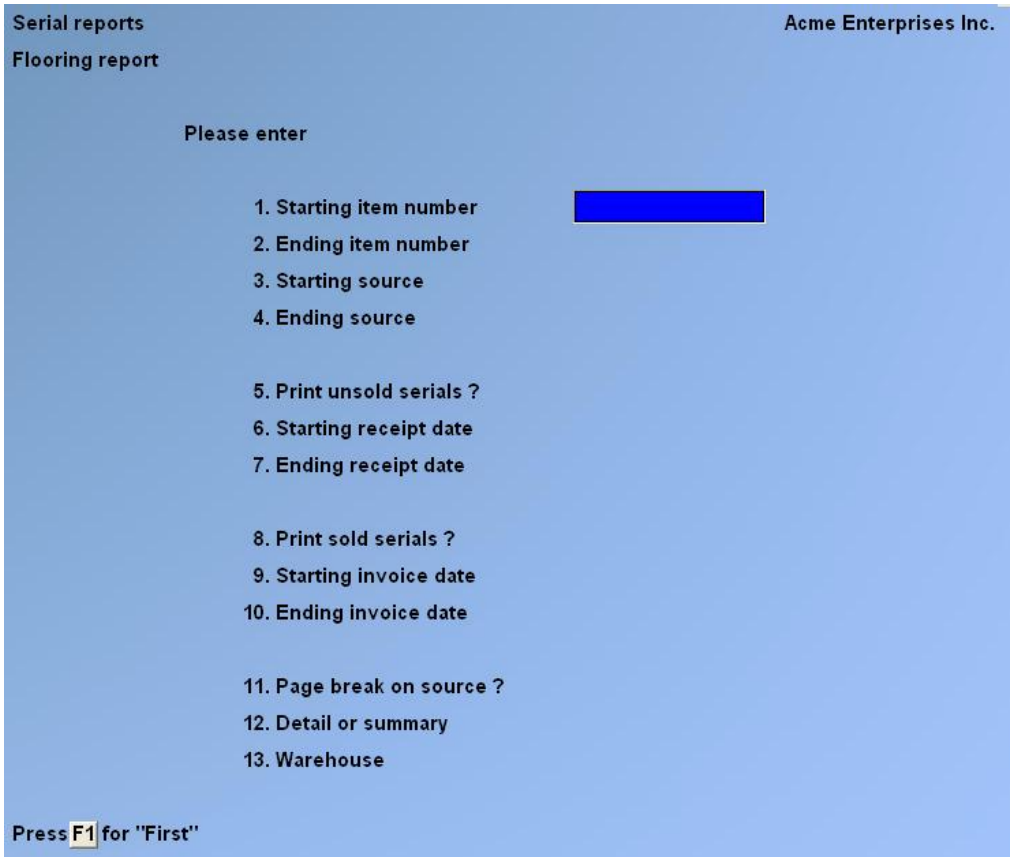
The report can be printed for unsold and/or sold serial numbers. For unsold serial numbers, the report can be used to verify ("check") that all of the financed goods are present. For sold serial numbers, the report can be used to verify which items were sold during a specified time period, so that payment can be made by the retailer to the finance company.

An underline is also provided on the report for each serial number to record notes.

To Begin

From the Inventory menu, select *Reports*. Then from the *Reports* menu, select *Flooring report*.

You then see:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the "Warehouse" field.

Enter the information as follows:

[?] 1. Starting item number
[?] 2. Ending item number

Enter the range of item numbers of the serialized items to print on the report. Follow the screen instructions.

3. Starting source
4. Ending source

Enter the range of sources of the serial numbers to print on the report. Follow the screen instructions.

5. Print unsold serials ?

Answer **Y** to include unsold serial numbers on the report. Otherwise, answer **N**.

If you answer **N**, the following two fields display "Not applicable" and entry is not allowed.

If you answered **Y** to "Print unsold serials ?", enter the following two fields:

6. Starting receipt date
7. Ending receipt date

Enter the range of receiving dates of the serial numbers to be printed. Follow the screen instructions.

8. Print sold serials ?

Answer **Y** to include sold serial numbers on the report. Otherwise, answer **N**.

If you answer **N**, the following two fields display "Not applicable" and entry is not allowed.

If you answered **Y** to "Print sold serials ?", enter the following two fields:

9. Starting invoice date
10. Ending invoice date

Enter the range of invoice dates of the serial numbers to be printed. Follow the screen instructions.

11. Page break on source ?

Answer **Y** if you want to start a new page in the report for each source. Otherwise, answer **N**.

If you answer **Y** to "Page break on source ?", and are printing both unsold and sold serial numbers, an additional field appears:

on Sold/Unsold ?

Answer **Y** if you want to print unsold and sold serial numbers on separate pages for each source. Answer **N** if unsold and sold serial numbers may be printed on the same page for each source.

12. Detail or summary

Enter **D** for a detail report, or enter **S** for a summary report.

The detail report shows individual serial numbers for each item you specify. The summary report shows totals only for each specified item.

[?] 13. Warehouse

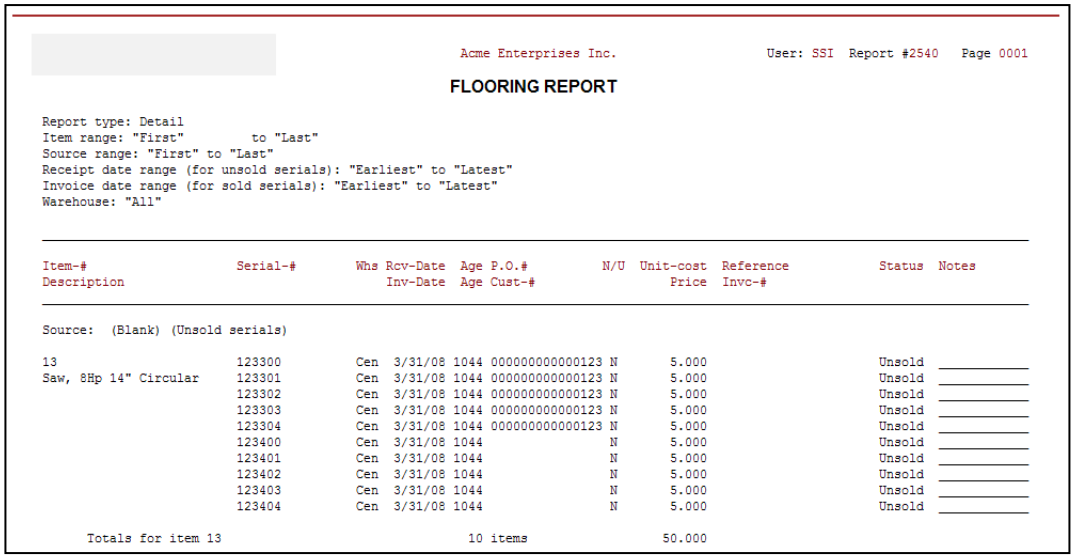
(This field displays only if you use multi-warehousing.)

Enter the warehouse code for which you want the report printed, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] For "All" warehouses

A sorting process takes place prior to printing (or screen display) of the report. Here is a sample of the Flooring report.



Acme Enterprises Inc. User: SSI Report #2540 Page 0001

FLOORING REPORT

Report type: Detail
Item range: "First" to "Last"
Source range: "First" to "Last"
Receipt date range (for unsold serials): "Earliest" to "Latest"
Invoice date range (for sold serials): "Earliest" to "Latest"
Warehouse: "All"

Item-# / Description	Serial-#	Whs	Rcv-Date / Inv-Date	Age / Age	P.O.# / Cust-#	N/U	Unit-cost / Price	Reference / Invc-#	Status	Notes
Source: (Blank) (Unsold serials)										
13	123300	Cen	3/31/08	1044	000000000000123	N	5.000		Unsold	
Saw, 8Hp 14" Circular	123301	Cen	3/31/08	1044	000000000000123	N	5.000		Unsold	
	123302	Cen	3/31/08	1044	000000000000123	N	5.000		Unsold	
	123303	Cen	3/31/08	1044	000000000000123	N	5.000		Unsold	
	123304	Cen	3/31/08	1044	000000000000123	N	5.000		Unsold	
	123400	Cen	3/31/08	1044		N	5.000		Unsold	
	123401	Cen	3/31/08	1044		N	5.000		Unsold	
	123402	Cen	3/31/08	1044		N	5.000		Unsold	
	123403	Cen	3/31/08	1044		N	5.000		Unsold	
	123404	Cen	3/31/08	1044		N	5.000		Unsold	
Totals for item 13					10 items		50.000			

Building business and technology relationships.

Chapter 46

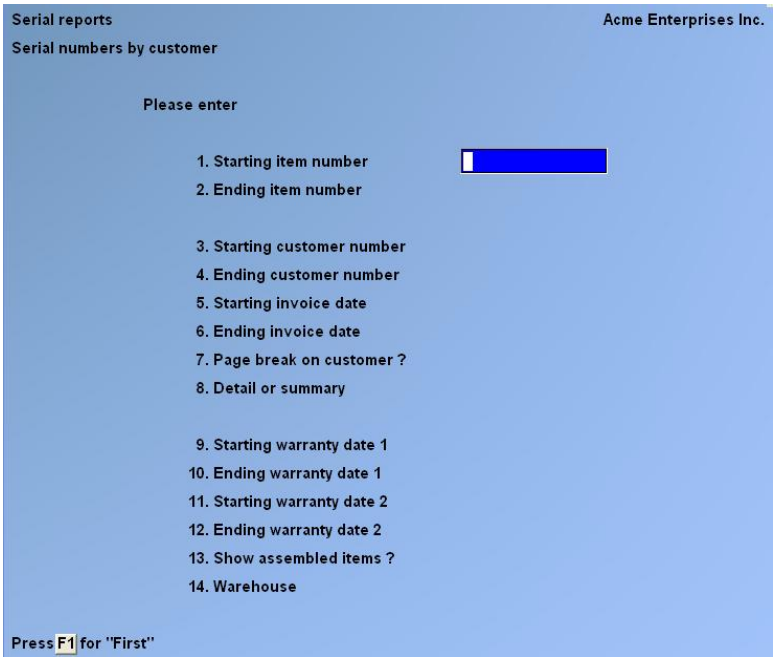
Serial Numbers by Customer Report

The Serial Numbers by Customer Report shows sold serialized inventory, organized by customer. This report can be used to highlight a range of warranty expiration dates. The age of each sold serial number is also shown, based on the invoice date.

To Begin

From the Inventory menu, select *Reports*. Then from the *Reports* menu, select *Serial numbers by customer*.

You then see:


Serial reports
Acme Enterprises Inc.
Serial numbers by customer
Please enter
1. Starting item number
2. Ending item number
3. Starting customer number
4. Ending customer number
5. Starting invoice date
6. Ending invoice date
7. Page break on customer ?
8. Detail or summary
9. Starting warranty date 1
10. Ending warranty date 1
11. Starting warranty date 2
12. Ending warranty date 2
13. Show assembled items ?
14. Warehouse
Press F1 for "First"

Enter the information as follows:

[?] 1. Starting item number
[?] 2. Ending item number

Enter the range of item numbers of the serialized items to print on the report. Follow the screen instructions.

[?] 3. Starting customer number
[?] 4. Ending customer number

Enter the range of customer numbers to be included in the report. Follow the screen instructions.

5. Starting invoice date
6. Ending invoice date

Enter the range of invoice dates for which serial numbers are to be printed. Follow the screen instructions.

7. Page break on customer ?

Answer **Y** if you want to start a new page in the report for each customer who has serialized items. You may press **[Enter]** to default to **N**.

8. Detail or summary

Enter **D** for a detail report, or enter **S** for a summary report.

The detail report shows the selected items for each customer you specify. The summary report shows totals only for each customer.

9. Starting warranty date 1
10. Ending warranty date 1

Enter the range of dates of the first warranty expiration for which serial numbers are to print. Follow the screen instructions.

11. Starting warranty date 2
12. Ending warranty date 2

Enter the range of dates of the second warranty expiration for which serial numbers are to print. Follow the screen instructions.

13. Show assembled items ?

(This field displays only if you are using kits as defined in the field **Use kits ?** in *Inventory / Setup / Control Information*.)

Answer **Y** if you wish to show serial numbers that are assembled into sold kits. Parent information is also printed for each assembled serial number.

A sorting process takes place prior to printing (or screen display) of the report.

[?] 14. Warehouse

(This field displays only if you use multi-warehousing.)

Enter the warehouse code for which you want the report printed, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] For "All" warehouses

Here is a sample of the Serial Numbers by Customer report.

Acme Enterprises Inc. User: SSI Report #2542 Page 0001

SERIAL NUMBERS BY CUSTOMER

Report type: Sold item detail (includes assembled items)
Customer range: SAM100 to SAM100
Item range: "First" to "Last"
Invoice date range: "Earliest" to "Latest"
Warranty 1 range: "Earliest" to "Latest"
Warranty 2 range: "Earliest" to "Latest"
Warehouse: "All"
Act codes: S = Sale H = History MO = Move Out U = Update JU = Job usage

Item-# / Parent-item-#	Serial-#	Whs	Rcv-Date / Inv-Date	Age / Age	Source / Invc-#	P.O.# / Cust-#	N/U	Unit-cost / Price	Reference / Warnty-1	Warnty-2	Last-activity / Parent-ID	Status
Customer: SAM100 Samco Software Inc.												
99	9901	Cen	3/02/10	343		10	N	19.990			S on 3/02/10	
			3/02/10	343	O-000178	SAM100		4.00				
Totals for item 99					1 items			19.990				
CS2046 component								4.00				
CF90	878	Cen	3/02/10	343		PO 9887	N	9.990			A on 3/02/10	
99			3/02/10	343	O-000178	SAM100		4.00			Ser#: 9901	
Totals for item CF90					1 items			9.990				
Air end (i=2.586)								4.00				
CF90G5	9445	Cen	3/02/10	343		PO 9887	N	10.000			A on 3/02/10	
99			3/02/10	343	O-000178	SAM100		4.00			Ser#: 9901	
Totals for item CF90G5					1 items			10.000				
Air end (i=2.586)								4.00				
Totals for customer SAM100					3 items			39.980				
Samco Software Inc.								12.00				
Grand totals:					3 items			39.980				
								12.00				

Records read 17
Records processed 3

Chapter 47

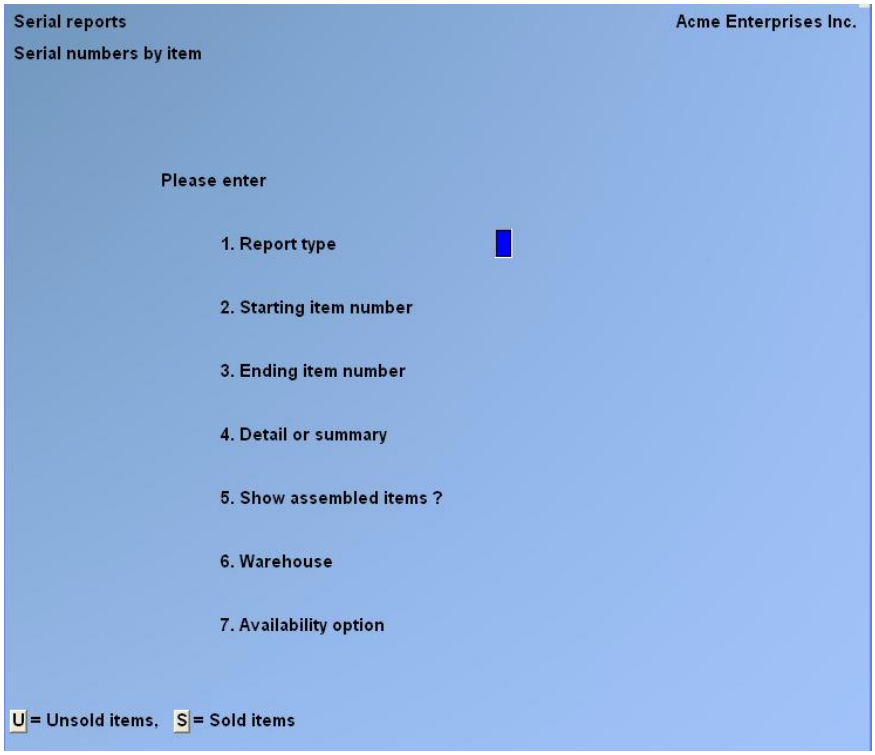
Serial Numbers by Item Report

The Serial Numbers by Item Report shows current unsold or sold serialized inventory, organized by item number.

To Begin

From the Inventory menu, select *Reports*. Then from the *Reports* menu, select *Serial numbers by item*.

You then see:



Enter the information as follows:

1. Report type

Enter **U** or **S** to specify whether the report will show information on unsold or sold serialized items.

[?] 2. Starting item number
[?] 3. Ending item number

Enter the range of item numbers of the serialized items to print on the report. Follow the screen instructions.

4. Detail or summary

Enter **S** for a summary report, or **D** for a detail report.

A detail report includes information on each unsold or sold serial number for the range of item numbers specified. A summary report shows totals only for each item for the range of item numbers specified.

5. Show assembled items ?

Answer **Y** if you wish to show serial numbers that are assembled into kits. Parent information is also printed for each assembled serial number.

[?] 6. Warehouse

(This field displays only if you use multi-warehousing.)

Enter the warehouse code for which you want the report printed, or use one of the options:

Options: **[Enter]** For the "Central" warehouse

[F1] For "All" warehouses

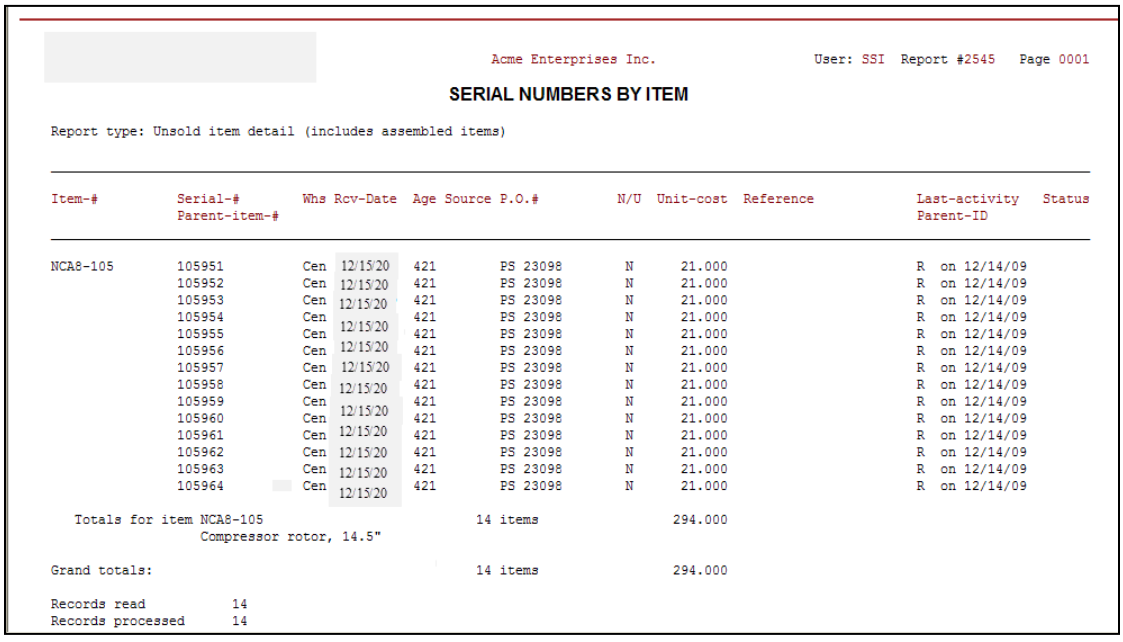
A sample of the Serial Numbers by Item report is included at the end of this chapter.

7. Availability option

Use this feature to refine the list of items included on the “unsold” items list.

Options:

[A]	Available only -	only include items available for sale
[L]	include loans/rentals	include items available for sale, items out on loan or rented out
[U]	All unsold entries	include all items that have not been marked as “Sold”



Acme Enterprises Inc. User: SSI Report #2545 Page 0001

SERIAL NUMBERS BY ITEM

Report type: Unsold item detail (includes assembled items)

Item-#	Serial-# / Parent-item-#	Whs	Rcv-Date	Age	Source	P.O.#	N/U	Unit-cost	Reference	Last-activity / Parent-ID	Status
NCA8-105	105951	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105952	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105953	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105954	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105955	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105956	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105957	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105958	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105959	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105960	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105961	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105962	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105963	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
	105964	Cen	12/15/20	421	PS	23098	N	21.000		on 12/14/09	R
Totals for item NCA8-105 Compressor rotor, 14.5"						14 items		294.000			
Grand totals:						14 items		294.000			

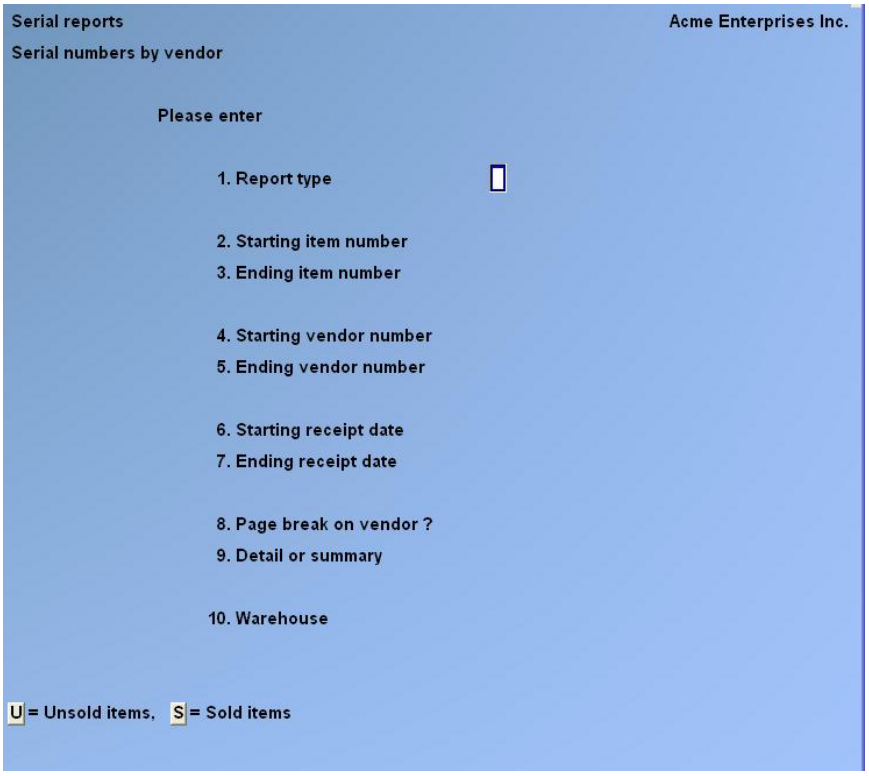
Records read 14
Records processed 14

Chapter 48

Serial Numbers by Vendors Report

From the Inventory menu, select *Reports*, next, select *Serial numbers by vendor*.

You then see:



Enter the information as follows:

1. Report type

Enter **U** or **S** to specify whether the report will show information on unsold or sold serialized items.

[?] 2. Starting item number
[?] 3. Ending item number

Enter the range of item numbers of the serialized items to print on the report. Follow the screen instructions.

4. Starting vendor number
5. Ending vendor number

Enter the range of vendor numbers to be included in the report. Follow the screen instructions.

6. Starting receipt date
7. Ending receipt date

For an "unsold" report type, enter the range of receiving dates for which serial numbers are to be printed.

For a "sold" report type, enter the range of invoice dates for which serial numbers are to be printed. Follow the screen instructions.

8. Page break on vendor ?

Answer **Y** if you want to start a new page in the report for each vendor who has serialized items. You may press **[Enter]** to default to **N**.

9. Detail or summary

Enter **D** for a detail report, or enter **S** for a summary report.

The detail report shows the selected items for each vendor you specify. The summary report shows totals only for each specified vendor.

10. Show assembled items ?

Answer **Y** if you wish to show serial numbers that are assembled into kits. Parent information is also printed for each assembled serial number.

[?] 11. Warehouse

(This field displays only if you are using multi-warehousing.)

Enter the warehouse code for which you want the report printed, or use one of the options:

Options: **[Enter]** For the "Central" warehouse

[F1] For "All" warehouses

A sorting process takes place prior to printing (or screen display) of the report.

Here is a sample Serial Numbers by Vendor report

Acme Enterprises Inc. User: SSI Report #2546 Page 0001

SERIAL NUMBERS BY VENDOR

Report type: Unsold item detail
Item range: NCA8-105 to NCA8-105
Vendor range: 800 to 800
Receipt date range: "Earliest" to "Latest"
Warehouse: "All"

Act codes: R = Receipt S = Sale LO = Loan Out MI = Move In AU = Adj Up U = Update CU = Comp usage JU = Job usage
H = History C = Credit LR = Loan Return MO = Move Out AD = Adj Down T = Transfer A = Kit assmbly

Item-#	Serial-#	Whs	Rcv-Date	Age	Source	P.O.#	N/U	Unit-cost	Reference	Last-activity	Status
Vendor: 800	Hanson Manufacturing Co.										
NCA8-105	105951	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105952	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105953	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105954	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105955	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105956	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105957	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105958	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105959	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105960	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105961	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105962	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105963	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
	105964	Cen	12/15/20	421	PS	23098	N	21.000		R on 12/14/09	
Totals for item NCA8-105 Compressor rotor, 14.5"						14 items		294.000			
Totals for vendor 800 Hanson Manufacturing Co.						14 items		294.000			
Grand totals:						14 items		294.000			

Records read 14
Records processed 14

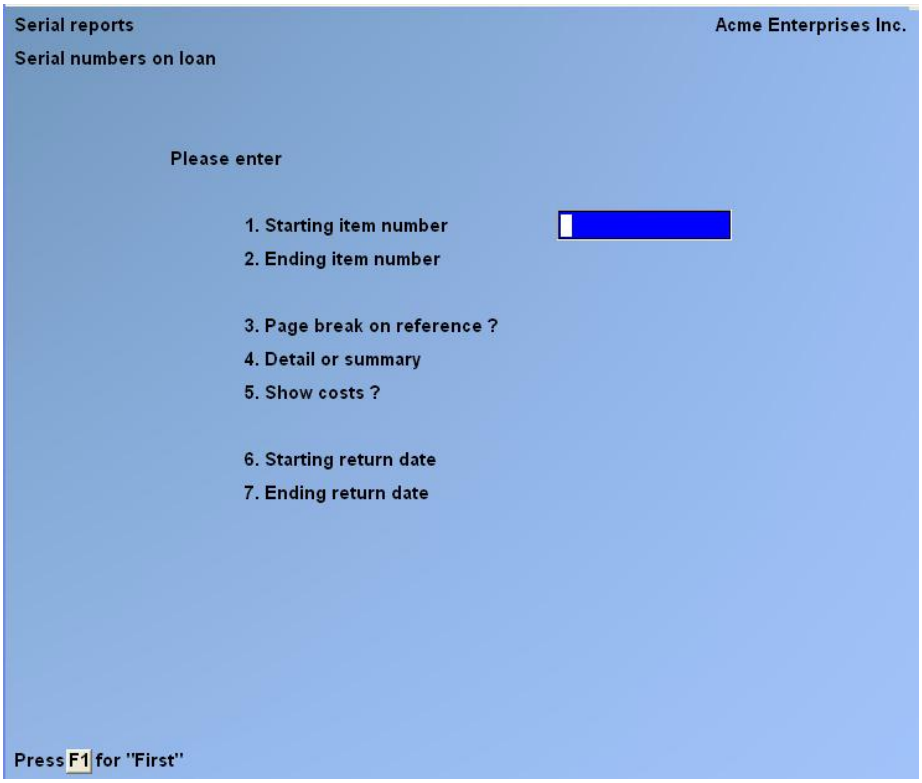
-- End of report --

Chapter 49

Serial Numbers on Loan

From the Inventory menu, select *Reports*, then *Serial numbers on loan*.

You then see:



Enter the information as follows:

[?] 1. Starting item number
[?] 2. Ending item number

Enter the range of item numbers of the serialized items to print on the report. Follow the screen instructions.

3. Page break on reference ?

Answer **Y** if you want to start a new page for each reference. You may press **[Enter]** to default to **N**.

4. Detail or summary

Enter **S** for a summary report or enter **D** for a detail report.

The detail report shows all loaned out serial numbers for each item that you specify. The summary report shows totals only for each reference.

5. Show costs ?

Answer **Y** if you wish to print the item costs from the Serial file for the serialized items on the report. Otherwise, answer **N**.

6. Starting return date
7. Ending return date

Enter the range of loan return dates of "loaned" serial numbers to be included on the report for the range of items specified. Follow the screen instructions.

A sorting process takes place prior to printing (or screen display) of the report.

Here is a sample of the Serial Numbers on Loan report.

Acme Enterprises Inc. User: SSI Report #2548 Page 0001

SERIAL NUMBERS ON LOAN

Report type: Detail
Item range: NCA8-105 to NCA8-105
Return date range: "Earliest" to "Latest"

Act codes: R = Receipt S = Sale LO = Loan Out MI = Move In AU = Adj Up U = Update CU = Comp usage JU = Job usage
H = History C = Credit LR = Loan Return MO = Move Out AD = Adj Down T = Transfer A = Kit assmbly

Reference	Item-#	Serial-#	Whs	Rcv-Date	Age	Source	P.O.#	N/U	Unit-cost	Last-activity	Rtn-date
With Sales Rep 0987	NCA8-105	105951	Cen	12/01/20	421	PS	23098	N	21.000	LO on 12/01/20	12/31/20
Totals for item NCA8-105					1 items				21.000		
Totals for reference With Sales Rep 0987					1 items				21.000		
Grand totals:					1 items				21.000		

Records read 13
Records processed 1

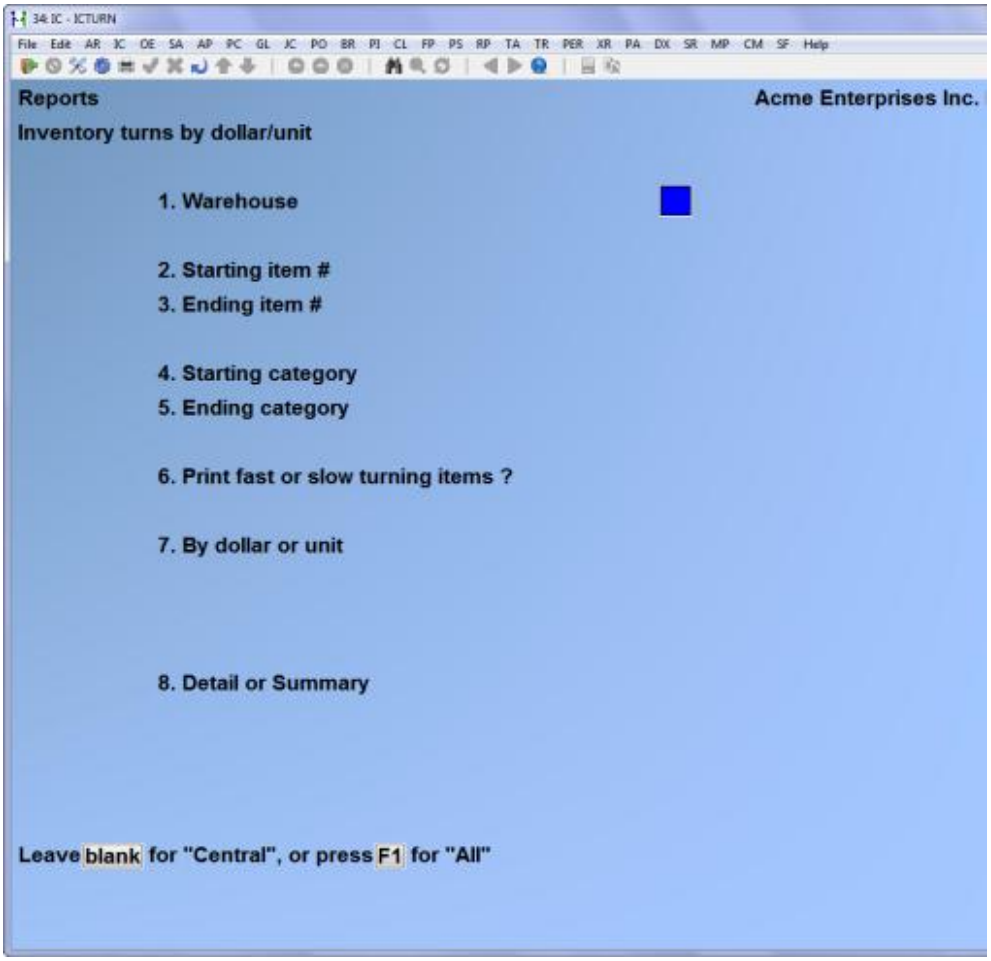
-- End of report --

Chapter 50

Inventory Turns by Dollar/Unit Report

To access this report select Reports from the IC menu and press [F2] to go to the second screen, select Inventory Turns by dollar/unit report.

You will see:


34:IC - ICTURN
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help
Reports
Acme Enterprises Inc.
Inventory turns by dollar/unit
1. Warehouse
2. Starting item #
3. Ending item #
4. Starting category
5. Ending category
6. Print fast or slow turning items ?
7. By dollar or unit
8. Detail or Summary
Leave blank for "Central", or press F1 for "All"

Enter the following data:

[?] 1 Warehouse

Select a particular warehouse or

Options: [**blank**] for Central
[**F1**] for all warehouses

[?] 2. Starting item #
[?] 3. Ending item #

Enter the range of item numbers to print on the report. Follow the screen instructions.

[?] 4. Starting category
[?] 5. Ending category

Enter the range of categories or
Options: [**F1**] for first and last

6. Print fast or slow turning items

Options: [**F**] fast turning items
[**S**] slow turning items
[**F1**] for all items

Depending on your selection above a second question will appear: Print annual turn rates more than or less than enter the rate you choose.

7. By dollar/unit

Options: [**D**] for Dollar amount
[**U**] for unit amount

Upon your selection the rate basis will present, select either YTD or prior period.

8. Detail or Summary

The report is available in summary or detail; allowing you to track which products is moving.
If you select [**D**], the system will prompt: "Print no. of description lines"

Enter the number of description lines of item description to include on the report. The report lists all of the items in item number order for a selected category, then the category total.

If you select [**S**], only a total for each category is printed.

Average quantity on hand calculation:

The information presented on this report is based upon how the average quantity on hand is calculated for an item:

1. The system calculates and stores the "current average quantity on hand" for an item. This quantity is calculated when you run Close a period and represents a running weighted average of the quantity on hand each period. We will refer to this value as the old-avg-qty.

2. Using the "qty-on-hand" at the time when the last period-end was run, the system calculates the new-avg-qty.

   new-avg-qty = (old-avg-qty * 2 + last-month-qty-on-hnd) / 3

   Where last-month-qty-on-hand is actually the last-period-qty-on-hand, which can be up to 2 calendar months prior since the period end is normally run just days after the "current" month is finished. In the AR, IC, PS and SF modules, "current" period is the period subsequent to the last period for which "Close a period" has been run.

3. Referencing values in the item status record(s), checks are made to ensure that the calculated new-avg-qty is a reasonable value:

   - new-avg-qty = reorder level if maximum qty in not greater than reorder level; new-avg-qty calculated in Step #2 is ignored.

   - new-avg-qty = (max + reorder) / 2 if new-avg-qty calculated in Step #2 is higher than the Maximum qty or lower than the Reorder level on the status record. In that case the average of those two values is used instead of the calculated new-avg-qty

   - If the Maximum qty and the Reorder level are both equal to zero, then the average quantity will be zero

4. The new-avg-qty is stored for the next month's calculation and will become the old-avg-qty in the next month's calculations.

Average cost calculation:

Under the average cost method of inventory valuation, the cost of inventory is the total inventory on-hand at the beginning of the period, plus all goods purchased during the period, valued at the average cost of these goods. Average cost is updated each time items are received into inventory.

AVERAGE COST = Total cost of goods on-hand divided by total quantity

Inventory, July 31 - Average Cost Method

July	1	Inventory	100 units at $1.00	$100
	7	Purchased	100 units at $1.20	$120
	7	Purchased	100 units at $1.21	$121
	15	Purchased	100 units at $1.30	$130
	26	Purchased	100 units at $1.40	$140
		Totals	500 units	$611

Average unit cost: $611 / 500 = $1.22
Ending Inventory: 220 units at $1.22 = $268
Cost of Goods Available for Sale $611
Less July 31 Inventory $268
Cost of Goods Sold $343

- average cost of all inventory currently on hand and changes with any inventory transaction made at a cost other than the average cost

- simplest way to change the average cost is to use two transactions in two separate posting runs
    - 1st txn adjusts the qty to zero
    - 2nd txn adjusts the qty to the correct amount and the average cost becomes the cost you entered for this 2nd transaction

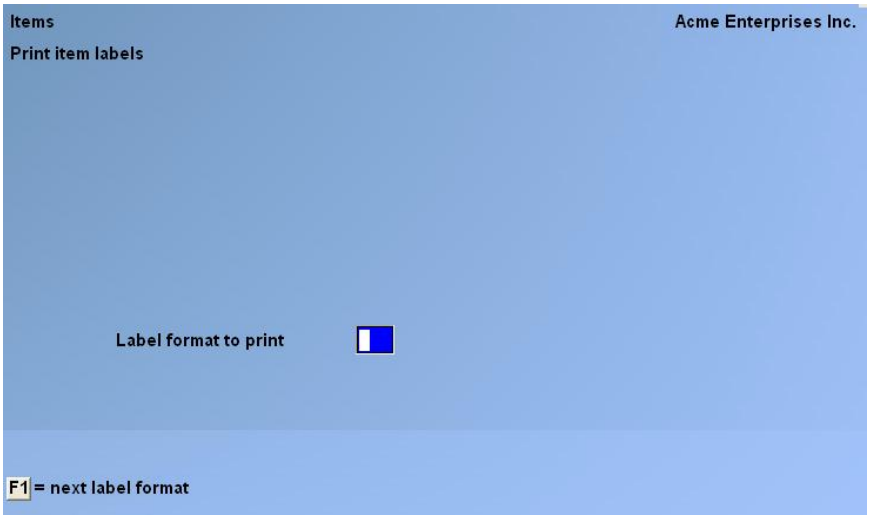
Chapter 51

Print Item Labels from Order

Use this selection to print Labels based on the items on a customer order. The labels formats are setup using *Inventory / Item Labels / Layout*.

From the Inventory menu, select *Reports*. Then from the *Reports* menu, press **[F2]** to go to the second page, and select *Print Item Labels From Order*.

You then see:

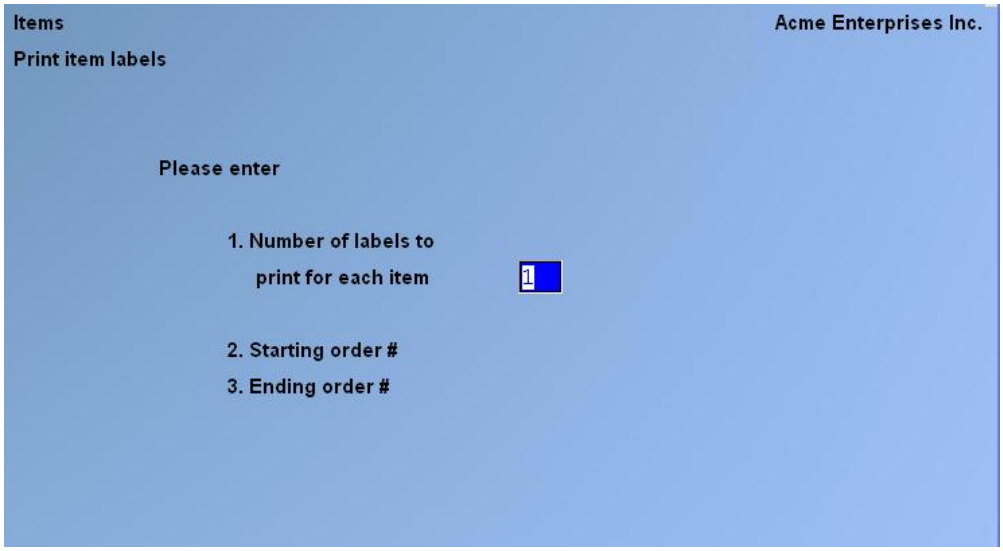


Enter the information as follows:

[?] Label format to print

Enter the label format to print from those defined. Follow the screen instructions.

After selecting the label format, the following screen will display:



Enter the information as follows:

Number of labels to print for each item

Enter the number of labels to print for each item on the order.

[?] 1. Starting order #
[?] 2. Ending order #

Enter the range of orders to print labels for. Follow the screen instructions.

You will then see “Please mount labels on printer. Type “DONE” when ready.” Load the printer to be used for printing the labels, then type **DONE** when ready.

Select the printer the labels will be printed on from the list of available printers.

You will then be asked “Print alignment ?”. Answer **Y** print a test alignment form filled with X’s and 9's to represent the fields to be printed. Answer **N** when the form alignment is correct, or if you do not wish to print an alignment form.

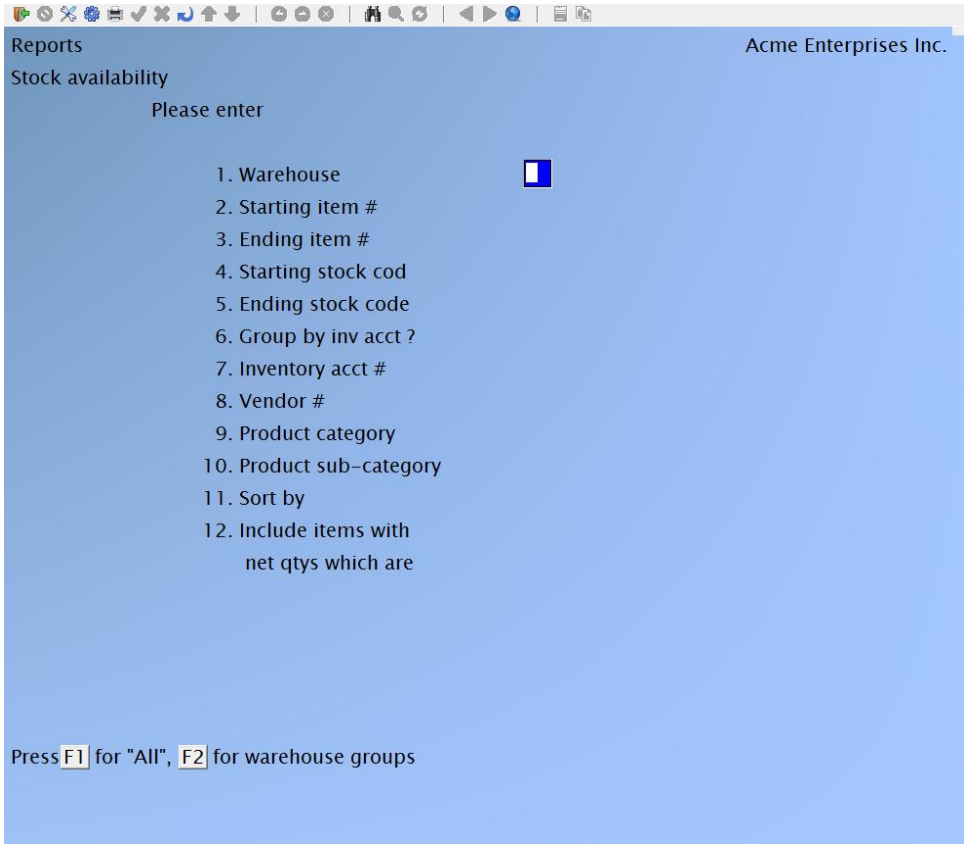
After the labels are printed, you will see “Please mount regular paper on printer. Type “DONE” when ready.” Load regular paper back into the printer used for printing labels, then type **DONE** when ready.

Chapter 52

Stock Availability Report

This is a new report that gives you the stock availability of items based on their net quantity and various selection and sorting parameters.

NET-QTY = Qty-on-hnd - Qty-commit - Qty-on-bak-ord + Qty-on-ord + Qty-on-wrk-ord
Go to ***Inventory → Reports → Stock availability report***



Warehouse Enter a warehouse code or use one of the options:

[?] for Find warehouse pop-up window

[F1] for "All"

[F2] for Warehouse groups, then select from the Find location group code pop-up window

Starting item # Enter an item # or use one of the options:

[?] for Find item pop-up window

[F1] for "First"

Ending item # Enter an item # or use one of the options:

[?] for Find item pop-up window

[F1] for "Last"

Starting stock code Enter a stock code or use one of the options:

[**?**] for Find stock codes pop-up window

[**F1**] for "First"

Ending stock code Enter a stock code or use one of the options:

[**?**] for Find stock codes pop-up window

[**F1**] for "Last"

Group by inv(entory) acct

Y = Yes
N = No

Inventory acct

If you answered No to Group by inv acct, then this field defaults to (Not applicable).

If you answered Yes to Group by inv acct: Enter an inventory control account or use one of the options:

[F1] to use the default inventory control account

[F2] to scroll through the other inventory control accounts on file

[?] for Find inventory control account pop-up window

[ENTER] for all inventory control accounts on file

Vendor Enter a vendor # or use one of the options:

[?] for Find vendor pop-up window

[F1] for "All"

Product category Enter a product category or use one of the options:

[?] for Find item categories pop-up window

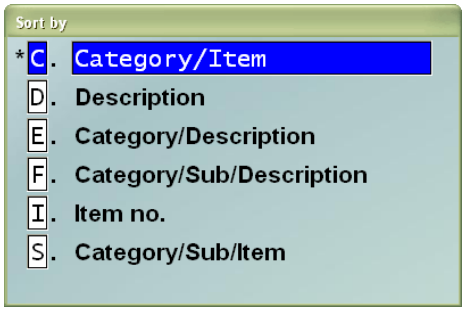
[F1] for "All"

Product sub-category Enter a product sub-category or use one of the options:

[?] for Find item sub-categories pop-up window

[F1] for "All"

Sort by Select the "sort field" from the pop-up window:



Include items with net qtys which are

Specify one of the following options:

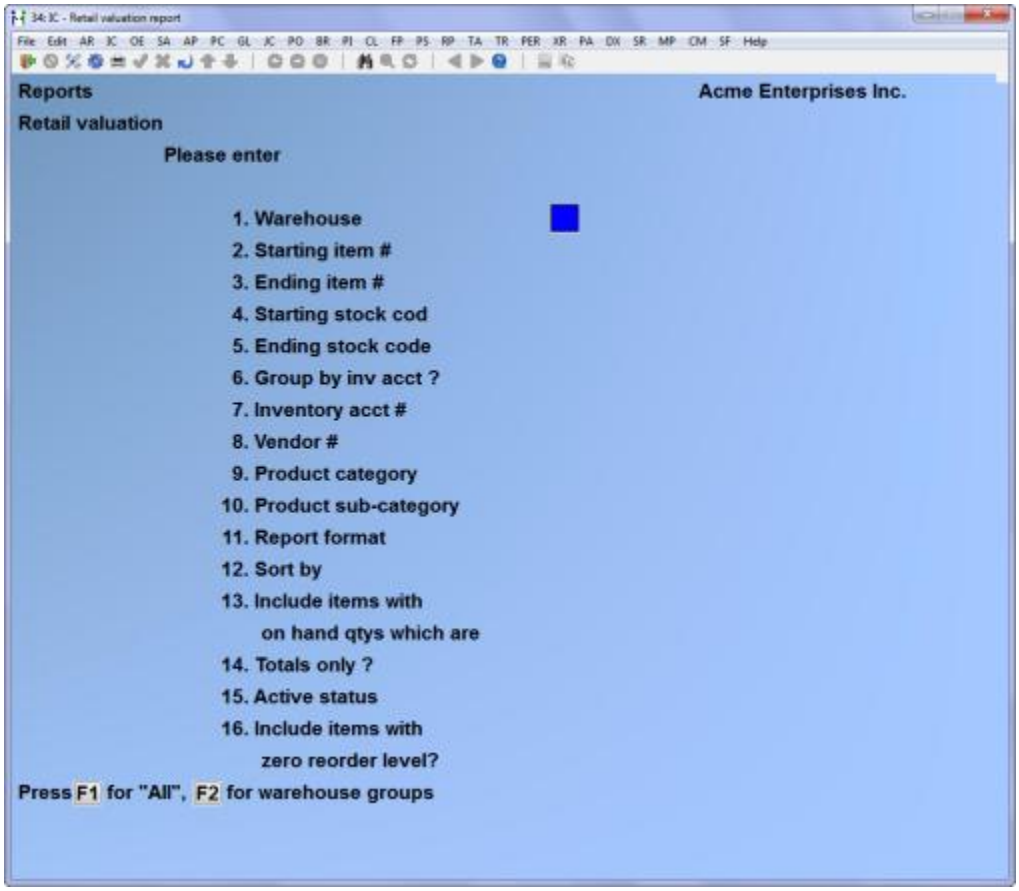
A = Above zero (positive net qty)
B = Below zero (negative net qty)
N = Non-zero (both positive and negative net qty, but not zero net qty)
Z = Zero only
F1 = "All"

Chapter 53

Retail Valuation Report

This report allows the user to print a listing of items and have them valued at the Retail (price level 1) price.

Go to ***IC ->Reports -> F2 -> Retail Valuation Report***



[?] Warehouse

Only if multiple warehouses are present

Starting item #
Ending item #

Enter an item number, a range of item numbers or press [**F1**] in each field for all items.

Starting stock code
Ending stock code

Enter a stock code, a range of stock codes, or press [**F1**] in each field for all stock codes.

Group by inv acct ?
Inventory acct #

Reply [**Y**] if you have more than one inventory GL account and wish to group your items in that order, then enter the desired account.

[?] Vendor #

Enter a vendor #, or press [**F1**] for all vendors.

[?] Product Category

Enter a category, or press [**F1**] for all categories.

[?] Product sub-cateogory

Enter a sub-category, or press [**F1**] for all sub-categories

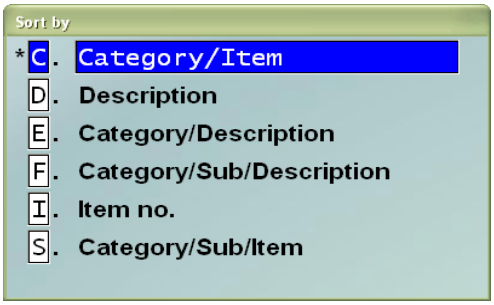
Report format

Options: [**B**] Brief

[**F**] Full

Sort by

Select the order in which to sort and print the report. The options are:



Include items with on hand qtys which are

Select from: **N** = non zero
B = below reorder level
O = out of stock
[**F1**] = All

Totals only ?

If you wish only the total value, reply [**Y**], otherwise reply [**N**].

Active status

Select from: **A** = Active only
I = Inactive only
B = Both

Include items with zero reorder level?

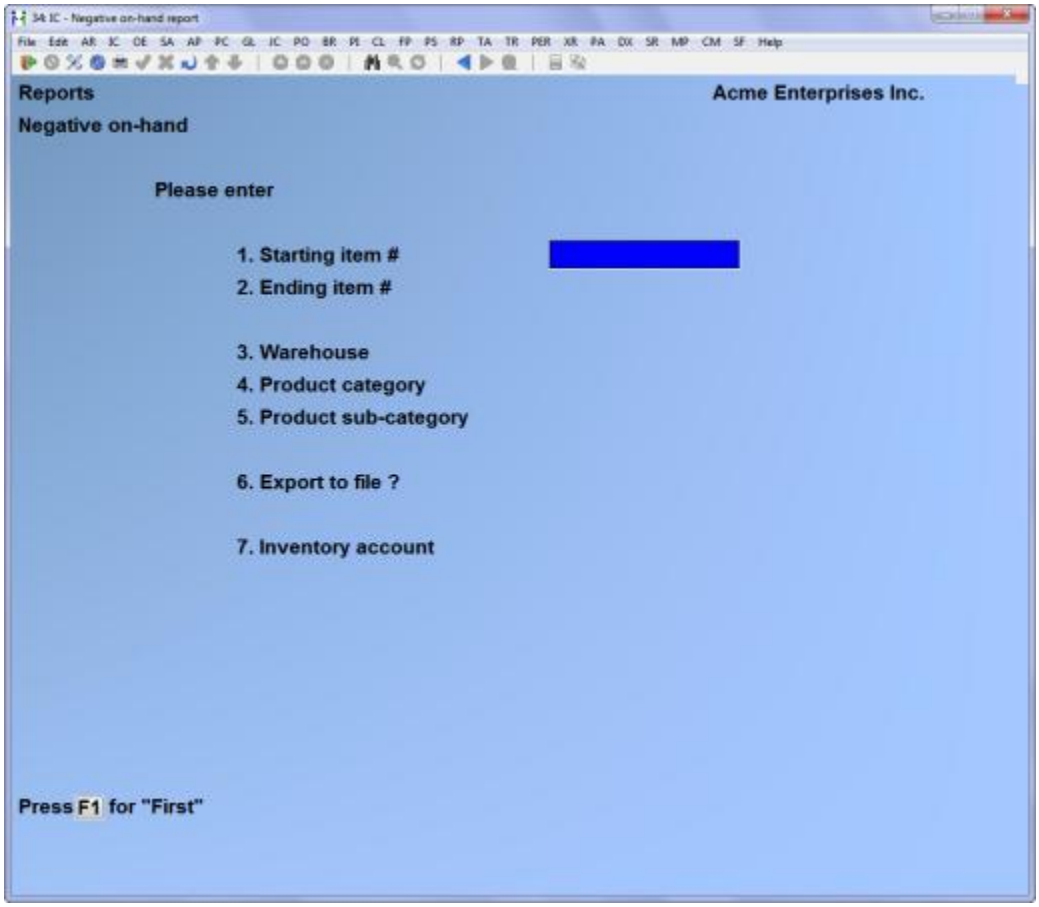
If you wish to include these items, reply [**Y**], otherwishe reply [**N**].

Chapter 54

Negative on Hand Report

This report lists only those items for which there is a negative quantity on hand. The normal report selection parameters such as range of items, category, sub-category, and warehouse apply. The report reflects the item number and then the detail warehouse records.

Go to ***IC -> Reports -> [F2] -> Negative on hand report*** and you will see:



Enter the following information:

[?] 1. Starting item #
[?] 2. Ending item #

Enter the starting and ending items or press [**F1**] for first and last.

[?] 3. Warehouse

Enter the warehouse you want on the report or press [**F1**] for all.

[?] 4. Product category

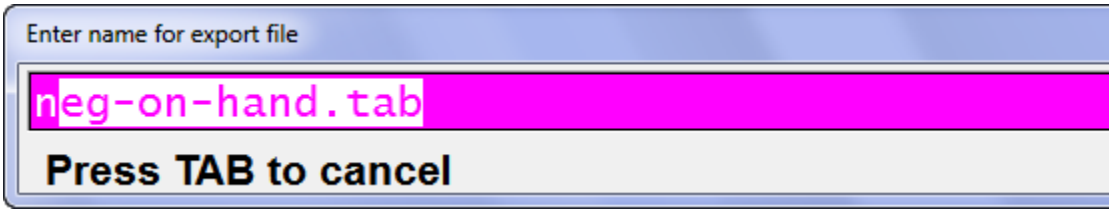
Enter the product category or press [**F1**] for all.

[?] 5. Product sub-category

Enter the product sub-category or press [**F1**] for all.

6. Export to file ?

If you wish to export this file to a .tab answer **Y** and the following window appears



If you wish to print this report to paper answer **N**.

[?] 7. Inventory account

Select the inventory control account you want on this report or press [**F1**] for all.

Chapter 55

Item History

(This menu option is available only if the option *"Keep item history ?"* is set to **Y** in *Setup / Control Information*.)

Use this function to view, print, purge, set up, or adjust inventory item history. Each time an item transaction is posted, a record is created in the item history file.

NOTE: Item history is not retained for miscellaneous items (those with an item number starting with an *).

Viewing Item History

Use this function to view historical information for one inventory item. Miscellaneous item history cannot be viewed since history is not retained for miscellaneous items.

From the *History* menu select *View*.

The following screen appears:

Enter the following information:

[?] Item #:

Enter the item number you wish to view or use one of the options:

Options: **[F1]** for the next item number on file.

[Enter] to search by item description.

[?] Whse #:

(This field only displays if you are using multi-warehousing.)

Enter the warehouse number to view history for this item, or use the option:

Option: **[F1]** to view item history for "All" warehouses.

[**F2**] to toggle to view item history in date order. Press [**F2**] again to return to the warehouse order.

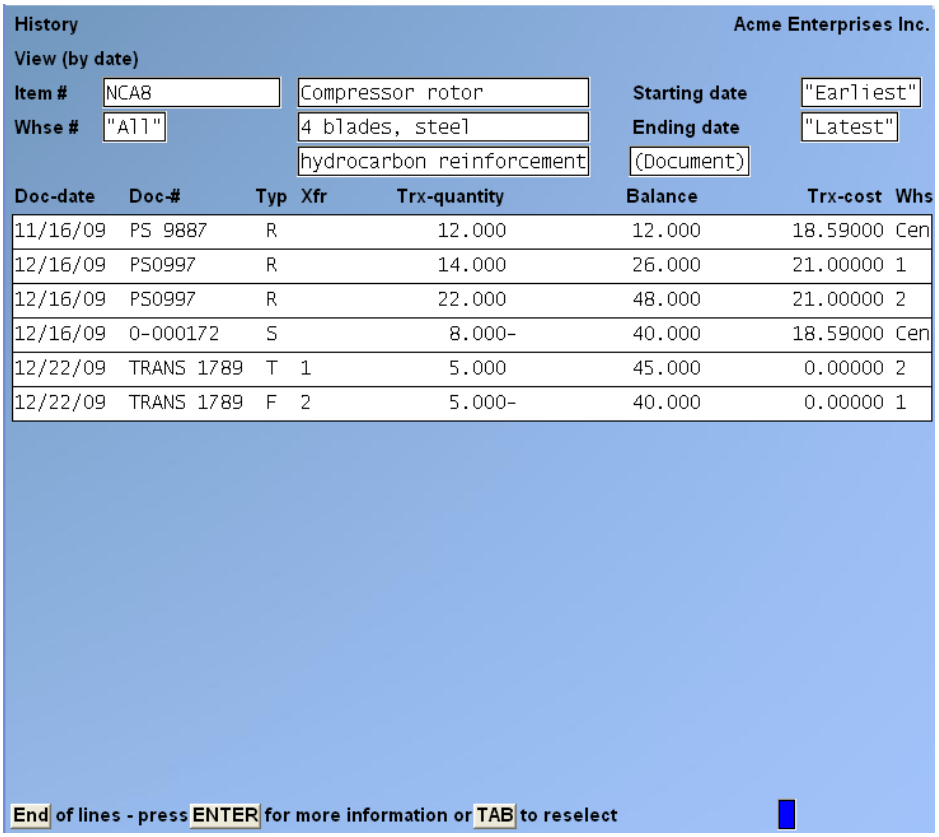
Refer to the top, left-hand corner of the display for confirmation of the view that you are using. A column containing the Warehouse Code is now displayed in the right most column of the each detail line.

Starting date:
Ending date

Enter the range of item transaction dates to view. Follow the screen instructions.

The screen will then display all item transactions based on the criteria entered. If you are using multi-warehousing, then the results are broken down by warehouse. You can view by either document date or by pressing [**F2**] for posting date.

Here is an example:


History
Acme Enterprises Inc.
View (by date)
Item # NCA8
Compressor rotor
4 blades, steel
hydrocarbon reinforcement
Starting date "Earliest"
Ending date "Latest"
(Document)
Whse # "All"
Doc-date Doc-# Typ Xfr Trx-quantity Balance Trx-cost Whs
11/16/09 PS 9887 R 12.000 12.000 18.59000 Cen
12/16/09 PS0997 R 14.000 26.000 21.00000 1
12/16/09 PS0997 R 22.000 48.000 21.00000 2
12/16/09 0-000172 S 8.000- 40.000 18.59000 Cen
12/22/09 TRANS 1789 T 1 5.000 45.000 0.00000 2
12/22/09 TRANS 1789 F 2 5.000- 40.000 0.00000 1
End of lines - press ENTER for more information or TAB to reselect

Follow the screen instructions at the bottom, and press **[Tab]** when you have finished viewing at the **Item #** field to exit. Press **[Enter]** to view additional information for the item, including the total cost, transaction price, and comments. Press [**Enter**] for a second time to view document number, lot number, type of transaction, journal number, user, and posted date.

The "Typ" column displayed represents the type of transaction. The following table describes what each code displayed in the "Typ" column means:

R	Receivings
J	Job Usage
A	Adjustment
B	Balance Forward
S	Sale

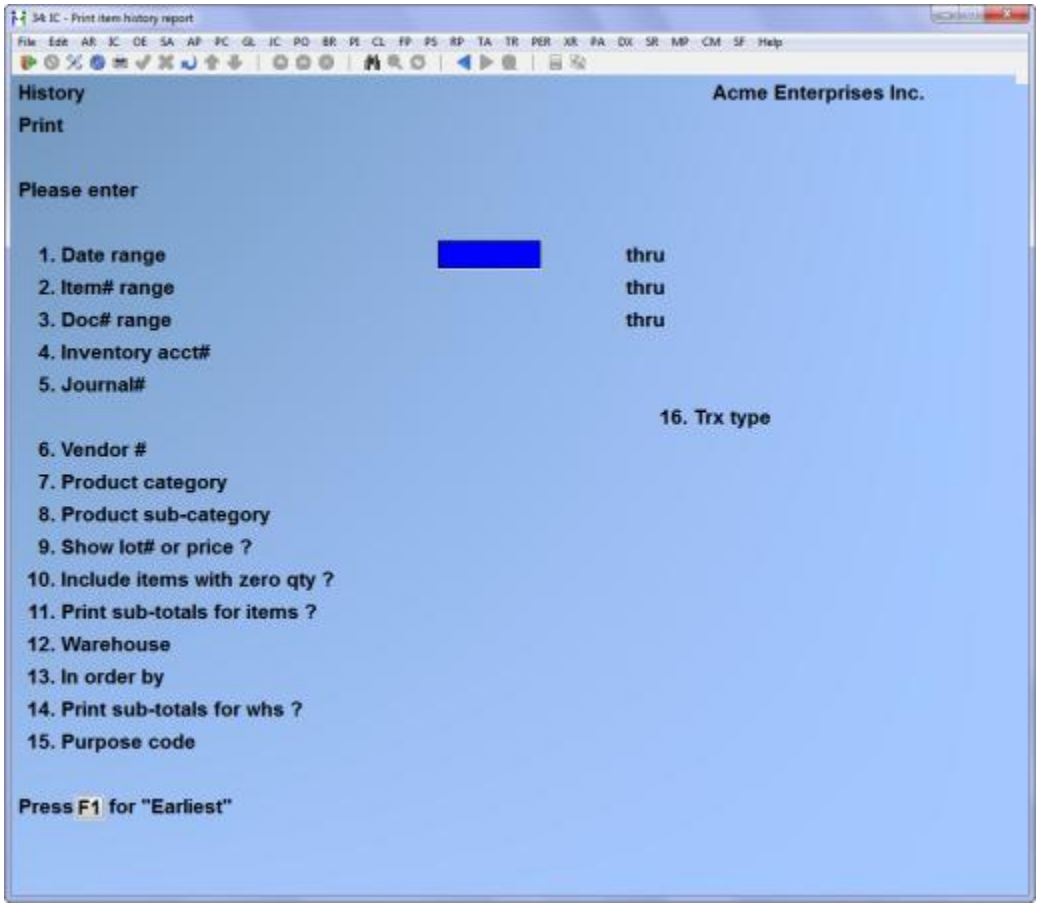
C Component Usage
M Credit Memo (Return)
K Kit Transaction
F Transfer From
Z Fuel Dip
T Transfer To

Printing an Item History Report

Use this selection to print a history of transactions for one or more items.

From the *History* menu select *Print*.

The following screen is displayed:



Enter the following information:

1. Date range

Enter the range of historical transaction dates to include on the report.

Options: **[?]** a calendar pop-up window to make your selection, follow the screen instructions.

[F1] for earliest/latest

[?] 2. Item range

Enter the range of items to include on the report. Or press [**F1**] for first and last.

3. Doc# range

Enter either a single document or a range of document numbers to include on the report. e.g. invoice numbers

4. Inventory acct#
Enter the Inventory account number to include on this report, or use the option:

Option: **[Enter]** to include all inventory accounts

[?] to select from the pop-up selection window

5. Journal#
Enter the journal number to include on this report, or use the option:

Option: **[F1]** to include all journals

[?] 6. Vendor #
Enter the vendor number for the items in the above range to include on the report, or use the option:

Option: **[F1]** to include all vendors.

[?] 7. Product category

Enter the product category or use the option:

Option: **[F1]** To include "All" product categories.

NOTE: If "All" is not selected for the **Vendor #** and **Product category** fields, there may be pauses between the printing of valid items.

[?] 8. Product sub-category

Enter the product sub-category or use the option:

Option: **[F1]** To include "All" product sub-categories.

9. Show lot# or prices ?

Enter **L** if you want item lot numbers printed, **P** for unit selling price, or **J** for posting journal number.

10. Include items with zero qty ?

Answer **Y** to include those items with a quantity on hand of zero in the item file. Otherwise answer **N**.

11. Print sub-totals for items ?

Answer **Y** to print sub-totals for sales, transfers, adjustments etc. for each item printed.

[?]12. Warehouse

(This field displays only if you use multi-warehousing.)

Enter the warehouse for which the report is to be printed, or use one of the options:

Options: **[Enter]** To default to the "Central" warehouse.

[F1] To include "All" warehouses

13. In order by

(This field displays only if you use multi-warehousing. It is skipped if you selected to include "All" warehouses in the previous field.)

Enter **I** to print the report in item number order, or **W** in warehouse number order.

14. Print sub-totals for whs ?

(This field displays only if you use multi-warehousing.)

Answer **Y** if you want sub-totals calculated for sales, transfers, adjustments etc. for each warehouse.

The following table describes what each code displayed in the "Typ" column on the report means:

R Receivings
J Job Usage
A Adjustment
B Balance Forward
S Sale
C Component Usage

M Credit Memo (Return)
K Kit Transaction
F Transfer From
Z Fuel Dip
T Transfer To

15. Purpose Code

Enter [**F1**] for all or:

Options: **B** = Breakage
C = Count
R = Return
O = Other

16. Trx type

When the cursor is positioned at the entry point, an abbreviated list of options will be displayed at the bottom of the screen, R – Receivings, S – Sales, A – Adjustments, [**F1**] all, [**F2**] more choices.

If you press [**F2**], the complete list of options is displayed in the Transaction Type window:

Purging Item History

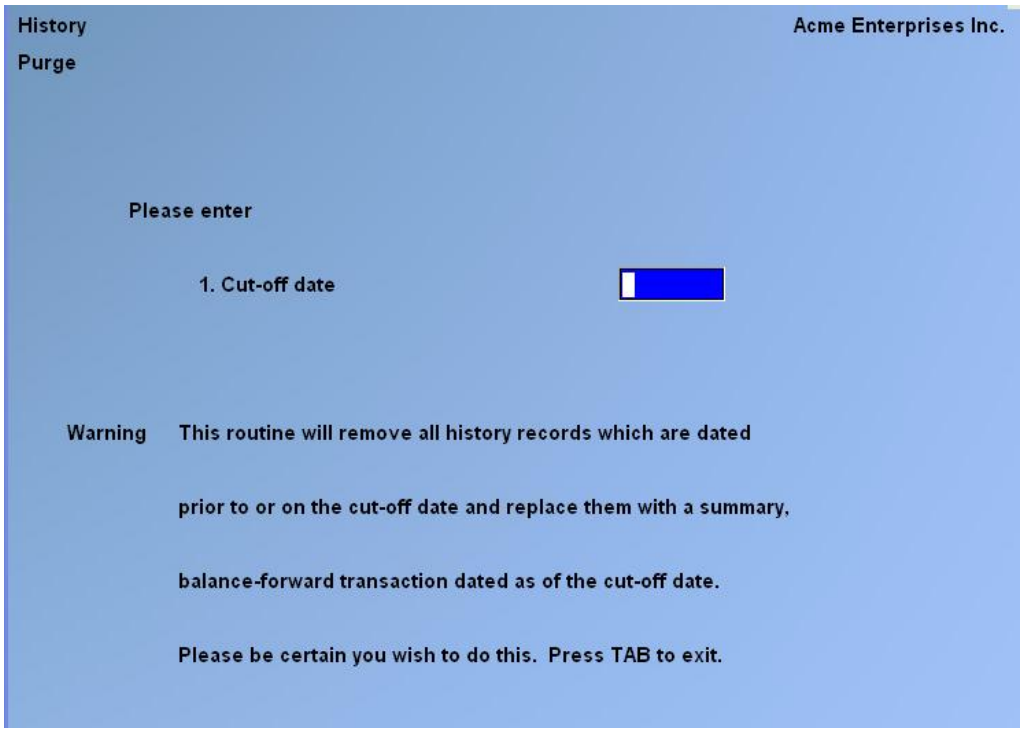
Use this function to clear out records from the item history file up to a user defined date. The transactions will be summarized, and a balance forward transaction created as of the cut-off date.

NOTE: Once purged, the detail information cannot be recovered without restoring from a backup. You may wish to make a backup copy of the item history file prior to

running the purge function.

Select *Purge* from the *History* menu.

The following screen appears:


History
Acme Enterprises Inc.
Purge
Please enter
1. Cut-off date
Warning
This routine will remove all history records which are dated
prior to or on the cut-off date and replace them with a summary,
balance-forward transaction dated as of the cut-off date.
Please be certain you wish to do this. Press TAB to exit.

Enter the cut off date up to which all transactions prior to will be summarized and a balance forward transaction for each item created. Press **[Tab]** to exit without continuing.

Setting Up Item History

This function should only be run once when the system is first setup. This function will read through the item status file, and create a corresponding balance forward transaction in the item history file for each status record with a quantity on hand.

From the *History* menu, select *Initial setup*.

A warning will appear on the screen:

This function will only work if there are no history records on file. It then creates one balance forward transaction for each item as this date, using the average cost.

Set up date:

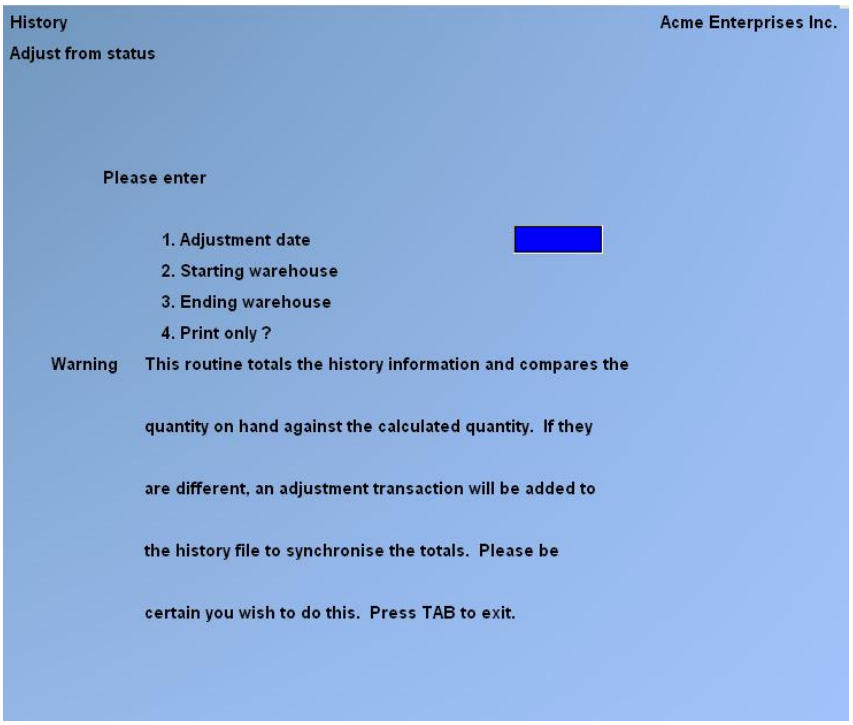
Enter a date for which balance forward history transactions will be created showing the items on-hand value for each warehouse.
After this function is run all future transactions posted through the *Inventory* function will appear in the Inventory Item History file until purged.

Adjusting from Status File

This function allows you to reconcile the history information with the quantities on-hand as reported by the item status files. If the quantities differ, the function will generate an adjusting transaction in the history file to synchronize the history with the item information.

Select *Adjust from status file* from the *History* menu.

The following screen appears:


History
Acme Enterprises Inc.
Adjust from status
Please enter
1. Adjustment date
2. Starting warehouse
3. Ending warehouse
4. Print only ?
Warning
This routine totals the history information and compares the
quantity on hand against the calculated quantity. If they
are different, an adjustment transaction will be added to
the history file to synchronise the totals. Please be
certain you wish to do this. Press TAB to exit.

Enter the following information:

1. Adjustment date

Enter the date for which adjusting transactions will be dated, or use the option:

Options: **[Tab]** to exit without continuing.

2. Starting Warehouse
3. Ending Warehouse

(These fields display only if multi-warehousing is used.)
Enter a range of warehouses to perform this function on, or use the option:

Option: **[F1]** To use “First” or “Last” as appropriate for the field.

4. Print only ?

Answer **Y** if you only want to print a report without making the needed adjustments to inventory to make it match the status history.

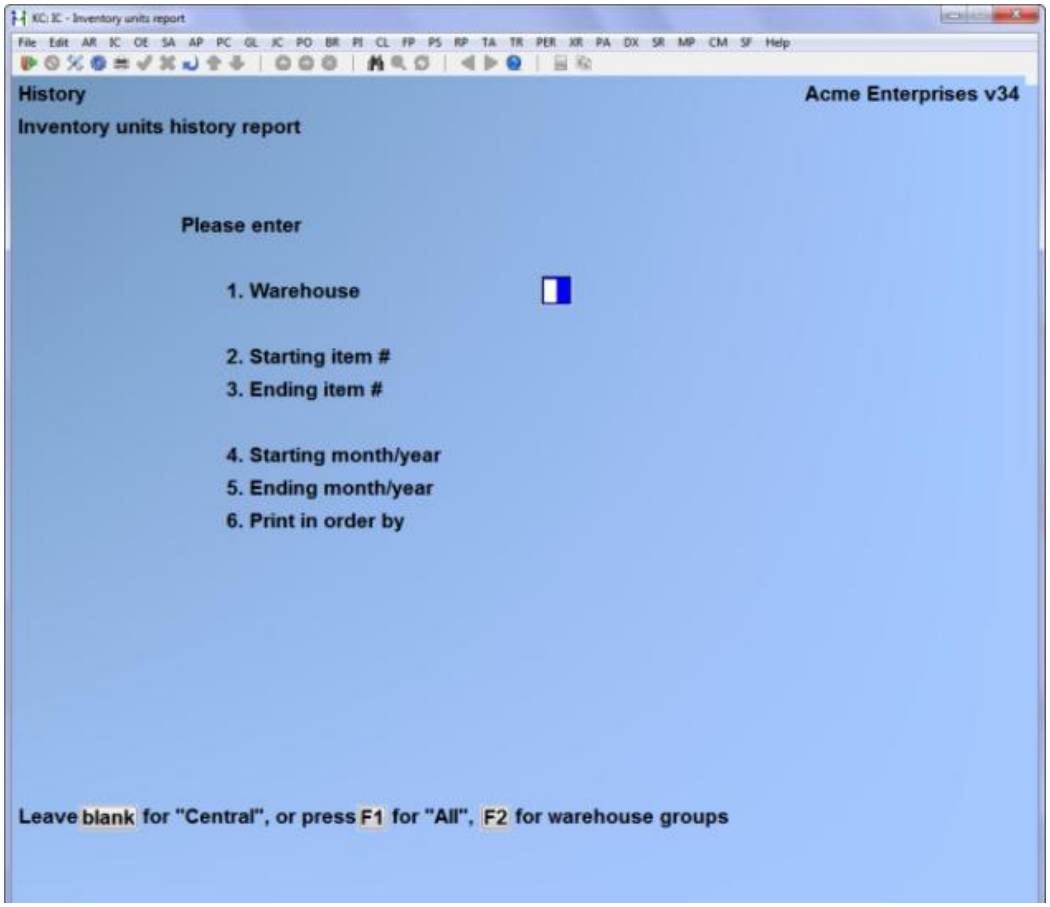
View 5 Year Sales History

This function provides a clear display of sales for a specified item by month over the past 5 years. Select *View 5 year sales history* from the *Item History* menu.

Enter the item number or [**F1**] for the first item on file.

Inventory units report

To access this report select item history -> Inventory units report; it provides a 12 month break down of units from beginning of the month, plus units received, sold, returned, adjusted, and finalizing with an ending units column.


KC: IC - Inventory units report
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help
History
Acme Enterprises v34
Inventory units history report
Please enter
1. Warehouse
2. Starting item #
3. Ending item #
4. Starting month/year
5. Ending month/year
6. Print in order by
Leave blank for "Central", or press F1 for "All", F2 for warehouse groups

Enter the following information:

1. Warehouse

Enter the warehouse id or

Options		
	[**blank**]	for Central
	[**F1**]	for All
	[**F2**]	for groups of warehouses

2. Starting item

Enter the starting item or [**F1**] for First

3. Ending item

Enter the Ending item or [**F1**] for last

4. Starting month/year
5. Ending month/year

Enter the dates in the following format **MMYY**

6. Print in order by

Enter either [**I**] for item or [**D**] for item description

Chapter 56

Multi-Level Items

If you do not construct items or are using Kits you may skip this chapter. An explanation of the differences between Kits and Multi-level items is provided later in this chapter.

A multi-level item is an inventory item which is constructed from other inventory items. To differentiate between the end product and the raw materials, we refer to the end result as the "master item" and the items which are used to construct the master item as "components".

Essentially, you use this function to define what components go into making a quantity of master items - not just one. You then run the construct function and the system automatically removes the appropriate quantities of components from inventory and increases the inventory of the master item.

Master items may also be used as components of other master items.

Kits vs. Multi-level

Kit and multi-level items are the same in theory (items are created from the assembly of other items). However, there are a couple key differences:

1. When defining a "master item" in multi-level, you can identify a certain quantity that gets assembled at one time and the quantity of "components" needed to make that quantity. With kit items you can only lay out the components for creating one master item.

2. Multi-level items in no way interact with the *Kits* or *Work orders*

functions.

3. Although multi-level items are not quite as flexible as kits, they are easier to build.

Samco incorporated multi-level items before kit processing for inventory was adapted for use in inventory. For back-wards compatibility we have retained both functions.

NOTE: Multi-level items and kit items are completely separate. In other words, you cannot access a multi-level master item from kits, or vice versa.

Terms

The following are brief explanations of some of the key terms used in this chapter.

Master Items

Items in the I/C Item file that are made up of two or more other items also in the I/C Item file.

For example, item #30 is sold as a bird house kit. The bird house kit is made up of two pieces for the roof, one front panel, two side panels, one rear panel, one floor panel, one perch, and wood glue. The bird house kit is the master item and is set up as an inventory item.

Components

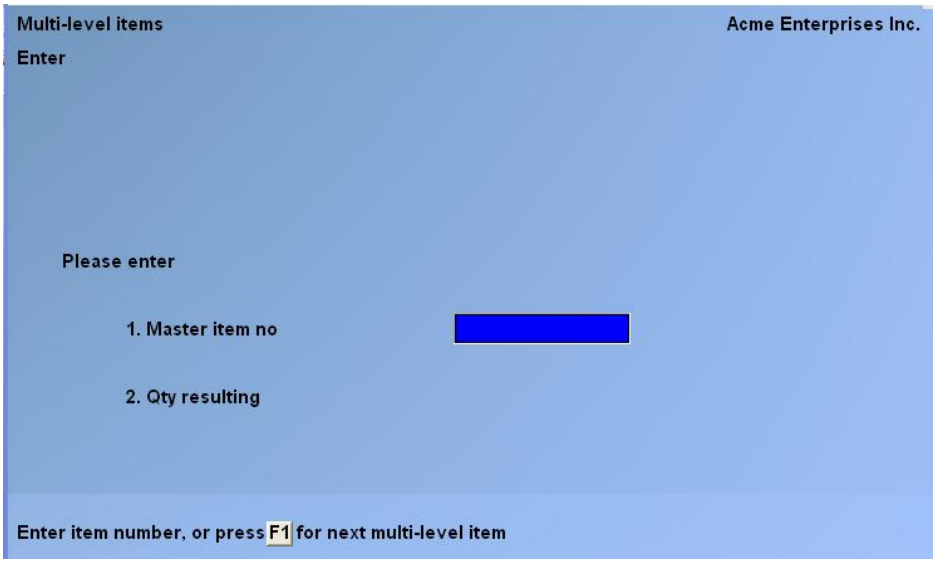
Items in the inventory file that are used in the assembly of master items.

In the previous example, the parts (walls, floor, perch etc.) used to make a bird house kit are the components.

Entering Master Items

From the *Inventory* main menu select *Multi-level items*. From the *Multi-level items* menu, select *Enter*.

The following screen appears:



Enter the following data:

[?] 1. Master Item No.

Enter the item number of the master item, or use the option:

Option: **[F1]** To scan through the master items in the multi-level file

This item must already be set up in the item file using *Items / Enter*.

Note: Miscellaneous items (item numbers that begin with a *) cannot be constructed using multi-level items because miscellaneous items do not maintain inventory quantities.

Deleting master items

If the master item entered in the previous field is already on file, you can press **[F3]** to delete it.

2. Quantity Resulting

Enter the quantity resulting from constructing this item. For example, a sandwich company makes 500 Egg Sandwiches at one time in order not to waste open packages of bread.

Make any changes as usual.

You will then see the second entry screen:

From this screen you will list the components that go into making the master item. Up to 99 components can be entered on this screen.

Enter the following data:

[?] Item No.

Enter the item number of a component-item, or use one of the options:

Options:	**[F1]**	To add a new component if you are editing an existing master item.
	[F3]	To delete a component from the list
	[PgUp] [PgDn]	To move between pages of components
	[Up] [Down]	To move between components
	[Tab]	To exit out of the component entry and save any changes.

These items must already have been set up in the I/C Item file.

Qty

Enter the quantity of this item required to make up the resulting quantity of the master item.

Printing a Multi-Level Item Listing

Use this function to print a listing of some or all master items and their components.

To begin, select *Print* from the *Multi-level items* menu.

A screen appears for the entry of the following:

[?] 1. Starting multi-level item
[?] 2. Ending multi-level item

Enter the range of master items to include on this report. Follow the screen instructions.

Printing a Construction Report

This report provides you with the maximum number of each master item which can be constructed at this point and time. This is based on the quantity of each component item on hand. For example, if 5 of each component item is required to make one master item, and there are only 3 of one of the component items on hand then the report will show that none of that master item can be constructed.

This report also provides you with the calculated prices and costs for the master item.

From the *Multi-level Items* menu select *Construction report*.

A screen appears for the entry of the following:

[?] 1. Starting multi-level item
[?] 2. Ending multi-level item

Enter the range of master items to include on this report. Follow the screen instructions.

Printing a Materials Requirements Report

This report is used to produce a list of components required to construct a user-chosen quantity of a range of master items.

From the *Multi-level items* menu select *Material requirements*.

At the screen displayed enter a range of items to include in the report, or press **[F2]** to enter a list of up to 16 master items. There are two different ways of defining criteria for this report. The first is described below as a Range Report, the second is described under the sub-heading of List Type Report criteria.

Range Report

[?] 1. Starting multi-level item
[?] 2. Ending multi-level item

Enter the range of master items to include on this report. Follow the screen instructions.

3. Quantity to assemble

Enter a desired quantity to construct or enter one of the options:

Options: **C** To base the quantity to construct on the quantity committed for resale from orders in the system.

M To base the quantity to construct on the maximum quantity to have on hand for the warehouse specified below less the quantity on hand in the warehouse.

R To base the quantity to construct on the reorder level for the current period for the warehouse specified below.

A To base the quantity to construct on the maximum number that can be constructed from the components available.

[?] 4. Product Category

Enter the category for the master Item(s) to include on this report, or use the option:

Option: **[F1]** To include all product categories.

5. Print Usage recap?

Answer **Y** to print a report showing the usage of each component in the assembled items.

6. Print Shortages?

Answer **Y** to print a report showing any shortages of components. This is particularly useful for allowing purchasing to keep up with projected sales quantities.

[?] 7. Master Warehouse

(This field will only appear if you are using multi-warehousing.)

Enter the warehouse in which the Master Item will be assembled or use one of the options:

Options: **[Enter]** to default to the "Central" warehouse.

[F1] To include all warehouses

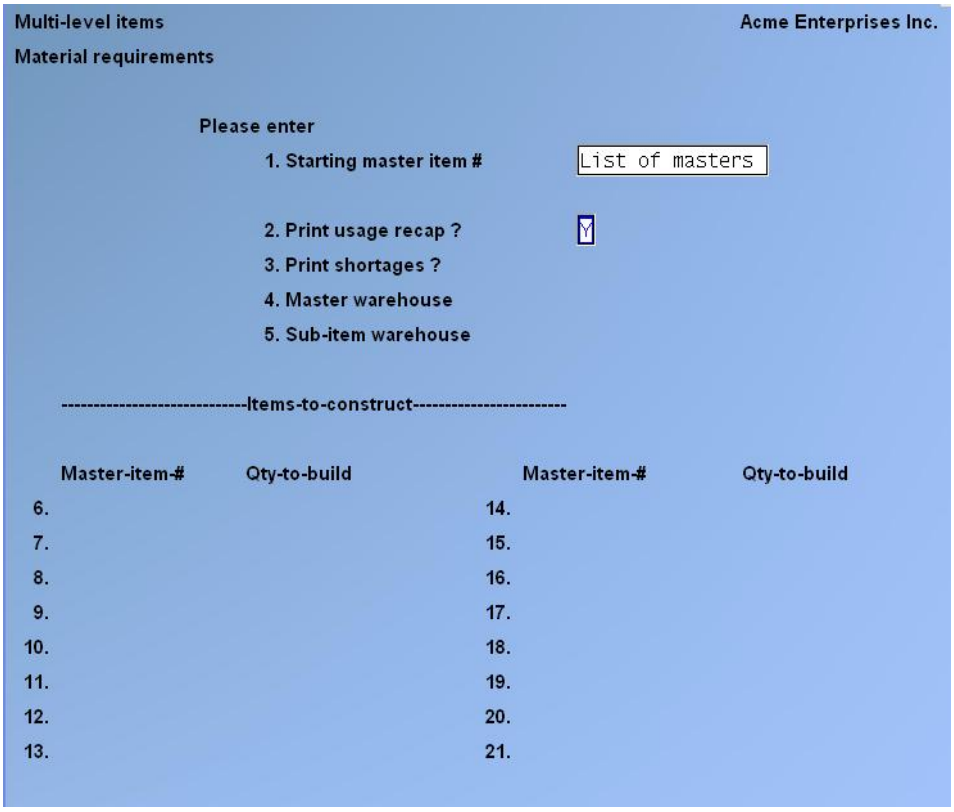
[?] 8. Sub-item warehouse

(This field will only appear if you are using multi-warehousing.)

Enter the warehouse from which components will be used for calculations.

List Type Report

If you press **[F2]** at the first field, the screen appears as follows:



Enter the following information:

2. Print Usage recap?

Answer **Y** to print a report showing the usage of each component in the assembled items.

3. Print Shortages?

Answer **Y** to print a report showing any shortages of components. This is particularly

useful for allowing purchasing to keep up with projected sales quantities.

[?] 4. Master Warehouse

(This field will only appear if you are using multi-warehousing.)

Enter the warehouse in which the Master Item will be assembled or use one of the options:

Options: [Enter] to default to the "Central" warehouse.

[F1] To include all warehouses

[?] 5. Sub-item warehouse

(This field will only appear if you are using multi-warehousing.)

Enter the warehouse from which components will be used for calculations.

[?] 6. 21. Master-item-#

Enter each master item to be included on the report. When you have finished entering the master items to include, press **[Enter]** at a blank master item number field.

Qty-to-build

For each master item, enter a desired quantity to construct or enter one of the options:

Options: **C** To base the quantity to construct on the quantity committed for resale from orders in the system.

M To base the quantity to construct on the maximum quantity to have on hand for the warehouse specified below less the quantity on hand in the warehouse.

R To base the quantity to construct on the reorder level for the current period for the warehouse specified below.

A To base the quantity to construct on the maximum number that can be constructed from the components available.

Copying Master Items

In many circumstances, manufacturers produce a range of master items which are similar in most or all components. For data entry purposes the *Copy* feature

addresses this by allowing the user to duplicate an existing Master Item record's component list for another Master Item. Once the item is copied, the individual differences can be addressed with the *Enter* function.

From the *Multi-level items* menu select *Copy*.

From the screen displayed enter the following criteria:

[?] 1. Old multi-lev item no

Enter the number of the master item you wish to copy from.

[?] 2. New multi-lev item no

Enter the number of the master item you wish to copy to. The new master item must exist in inventory just as if you were setting it up manually.

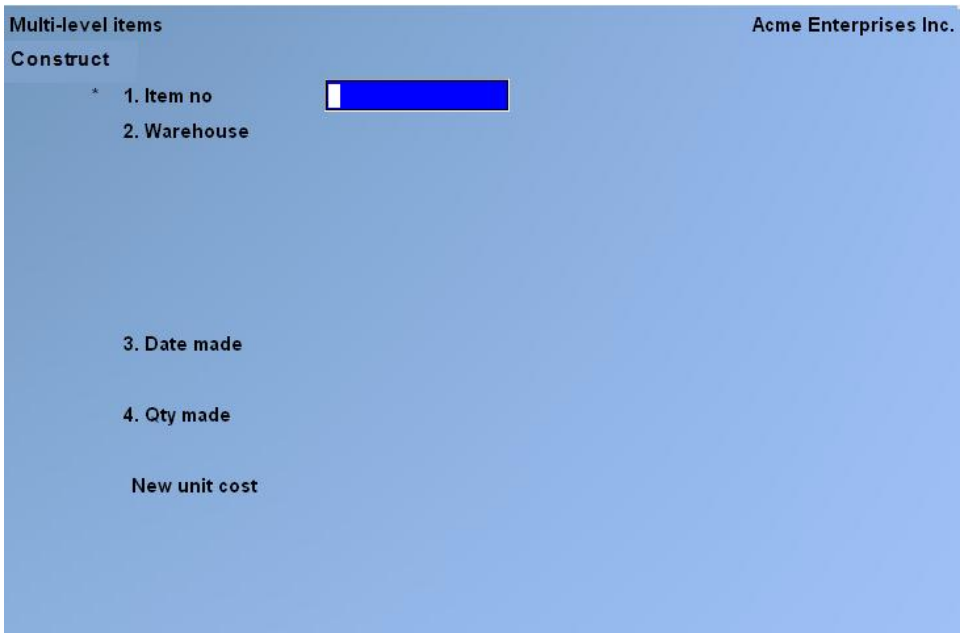
Constructing Master Items

As the title implies, this option is used to construct the Master Items. By construct, we mean to remove from inventory the component items, and to assemble additional quantities of Master Items. We can also, at this point, assign constructed items to a particular warehouse and location, plus revise our pricing and costing.

You can also use this function to view cost changes for specific master items without completing the construction process by **not** confirming the actual construction, which can be a handy tool for pricing.

From the *Multi-level items* menu select *Construct*.

The following screen appears:



NOTE: The above screen is for multi-warehousing. If you are not using multi-warehousing, you will not see the Warehouse field and all field numbers will be one less than the numbers shown.

Enter the data as follows:

[?] 1. Item No.

Enter the number of the master item to construct.

[?] 2. Warehouse.

(This field will only appear if you are using multi-warehousing.)

Enter the warehouse for the master item.

The following data is then displayed:

Old qty on hand

The current quantity of this master item in stock prior to construction of more items.

Old avg cost

The current average cost of this master item prior to construction of more items.

Last cost

The last cost of this master item.

Old location

The current location in this warehouse of this master item.

3. Date made.

Enter the date of construction for this transaction.

4. Quantity made.

Enter the quantity to be constructed. After you enter the desired quantity, the system will check to ensure adequate levels of each component. If a component does not have adequate stock to build the master item you will be asked if you wish to continue.

Entering a negative number will result in the item being disassembled.

After the system has checked stock levels, the new quantity on hand, unit cost, and average cost for the master item is calculated and displayed.

You are then prompted "CREATE ADJUSTMENTS FOR THIS MULTI-LEV-ITEM ?". If you answer **Y** the system will create I/C transactions, otherwise you are returned to the previous screen.

This function will create I/C transactions so be sure that all the information is entered correctly. These transactions can then be edited or deleted all together, an edit list printed and posted to inventory using *Inventory / Post*.

NOTE: This function only creates the transactions, and does not actually post them to inventory. Be sure to post the transactions created. This is done through the *Inventory (Post)* function.

Chapter 57

Sales Counts

Use this function if you are using beginning and ending inventory counts for the purpose of calculating sales and taxes collected. Optionally, hand held data collection units can be used to collect count data, for downloading to the central system.

A practical example of this is where a sports team sells souvenirs at a game. If using Inventory Plus, the team would provide each sales kiosk with a hand held data collection unit before the game to enter beginning inventory counts. The units would then be collected by the manager, and the beginning counts downloaded to the central system through this function.

At the end of the game, the manager would redistribute the hand held data collectors to the kiosks for the entry of ending inventory counts. This data would then be downloaded to the central system.

Using the data collected, the system would then generate sales summaries which could then be used for tax reporting, and balancing the money owing from each kiosk.

Alternatively, the system also allows for the printing of a physical count worksheet from which the same data could be manually entered.

Equipment Required

Any data collection device capable of creating a delimited or variable length ASCII data file which can be downloaded to the computer running the Samco Inventory Control Plus.

To Begin

From the Inventory Plus main menu, select *Sales Counts*. Next, choose *Create*.

Creating beginning inventory trx

This function should be run only if you are planning on either manually keying or uploading a file of end counts only. The purpose of this function is to take a "snapshot" of your existing on-hand inventory and create beginning count transactions.

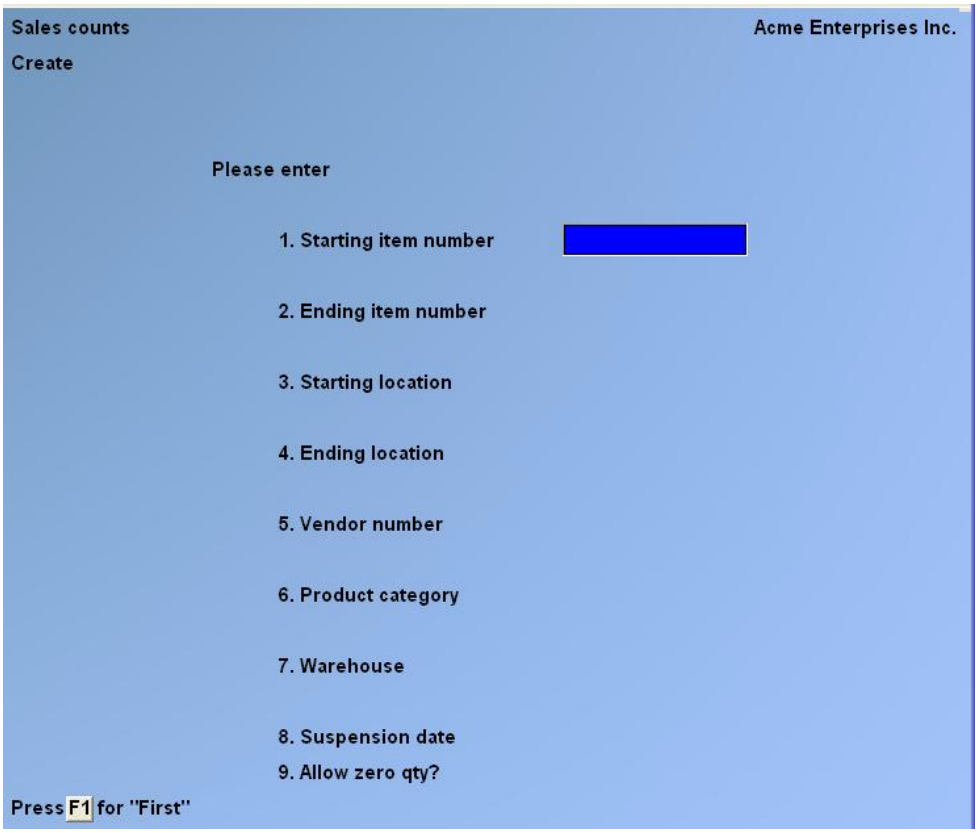
You have three options for setting your "beginning" inventory count. This is the first method. The others are:

1. Manually enter beginning counts through the *Enter* function (described later on in this chapter).

2. Download beginning counts from electronic data collection devices through the *Import* function (described later on in this chapter).

If you are planning on either manually keying or uploading your beginning counts, **DO NOT USE THIS FUNCTION**.

The following screen appears:



Enter the data as follows:

[?] 1. Starting item number
[?] 2. Ending item number

Enter the range of item numbers for which physical count transactions are to be created. Follow the screen instructions.

3. Starting location
4. Ending location

Enter the range of locations of the items for which physical count transactions are to be created. Follow the screen instructions.

5. Vendor number

Enter the vendor number to create transactions for only one vendor, or use the option:

Option: [F1] to create transactions for "All" vendors

[?] 6. Product category

Enter a product category, or use the option:

Option: [F1] to create transactions for "All" categories

7. Warehouse

(This field appears only if you are using multi-warehousing).

Enter the warehouse code for which you want transactions created, or use one of the options:

Options: [Enter] for the "Central" warehouse

[F1] For "All" warehouses

8. Suspension date

Enter the date which is to display and print as the "on file as of" date for the beginning physical count transactions, or use the option:

Option: [Enter] to use the date shown

The suspension date is for reference only, and represents the date on which the "picture" is taken of your on-hand inventory.

9. Allow zero qty ?

Answer **Y** if you want beginning count transactions created for items with a zero or negative quantity available. Otherwise answer **N**.

Make any changes as usual.

Processing occurs, and you are returned to the *Sales count* menu.

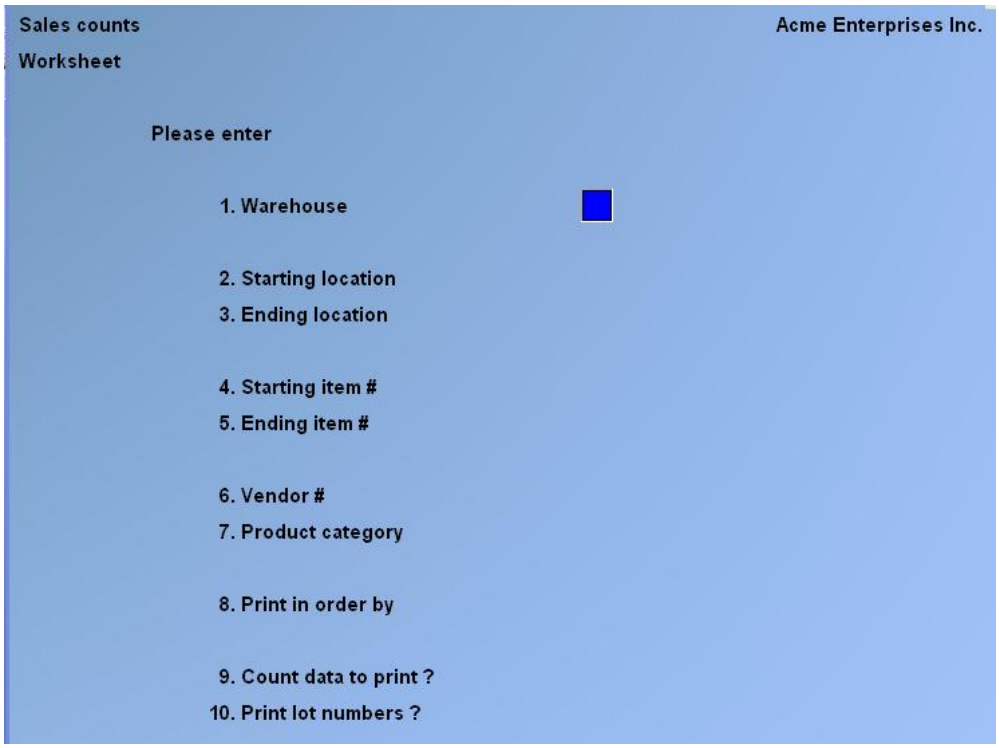
This function has now created beginning count transactions. To view or change the counts, use the *Enter* function.

Printing a Physical Count Worksheet

This function is used to print a Physical Count Worksheet, which lists the inventory items with count transactions (if any) by location or item number within a selected warehouse. Lot numbers may be optionally printed. You can use this worksheet to do an actual physical count.

From the *Sales counts* menu select *Worksheet*.

The following screen appears:



Enter the data as follows:

[?] 1. Warehouse

Enter the warehouse for which you want the worksheet printed, or use the option:

Option: **[Enter]** for the "Central" warehouse

2. Starting location
3. Ending location

Enter the range of locations of the items for which the worksheet will be printed. Follow the screen instructions.

[?] 4. Starting item number
[?] 5. Ending item number

Enter the range of item numbers for which the worksheet will be printed. Follow the screen instructions.

6. Vendor number

Enter the vendor number of the items to be printed on the worksheet, or use the option:

Option: **[F1]** to include items from "All" vendors

[?] 7. Product category

Enter the product category of items to be included on the worksheet, or use the option:

Option: **[F1]** to create transactions for "All" categories

8. Print in order by

Type **I** to print the worksheet in item number order, or **L** to print the worksheet items in location order.

9. Count data to print ?

Enter the character which corresponds to the amount of actual count information to be printed. The valid entries are:

N = None
A = Actual counts
V = Actual counts and variances

If you enter **N**, actual counts are not printed. Underlines are printed on the worksheet, for recording the figures while taking the actual beginning or ending count.

If you enter **A**, the total actual counted quantity is shown for each item as entered in the physical count transaction. The suspended on-hand quantity is also printed for each item.

If you enter **V**, the total actual counted quantity, suspended on-hand quantity, and unit cost is shown for each item. The difference between the suspended and actual quantity is shown as a quantity and cost variance. The variance is printed as a negative amount if the counted quantity is less than the suspended quantity.

If either **A** or **V** is specified, "**NOT COUNTED**" prints on the report for an item if no counted quantities are entered.

In addition, for **A** or **V** type reports, serial numbers cannot be printed for serialized items.

10. Print lot numbers ?

Answer **Y** to show the individual lot numbers and reference text on the worksheet for lot-controlled items, or press **[Enter]** to default to **N** if you do not want the lot numbers to print.

If you specified "NONE" to "Count data to print ?", two additional fields display:

11. Print serialized items with numbers ?

Answer **Y** to show the serial numbers with an "unsold" serial status on the worksheets for physical count transactions. Press **[Enter]** to default to **N** if you do not want the serial numbers to be printed on the worksheet.

If you answer **Y**, each "unsold" serial number and its REFERENCE text prints for serialized items in the specified range of item numbers to be printed. In addition, "committed" or "on loan" prints for applicable serial numbers.

12. Print quantities on-hand ?

Answer **Y** to show the suspended quantity on-hand for each item as it is recorded in the physical count transaction (this is the quantity you expect to find when you do your actual count).

Answer **N** if you do not want the suspended quantities to show on the worksheet.

Make any changes as usual.

The suspension date entered when the transactions were created is printed at the top of the worksheet. If you selected to print actual counts and the transactions were created with different suspension dates, the suspension date of the first item printed is shown at the top of the worksheet. Dates that are different are printed below the item number to which they relate.

Entering Count Transactions

Use this function to manually enter beginning or ending counts, or to change counts either created by the system, imported from a data collection device, or manually entered through this function.

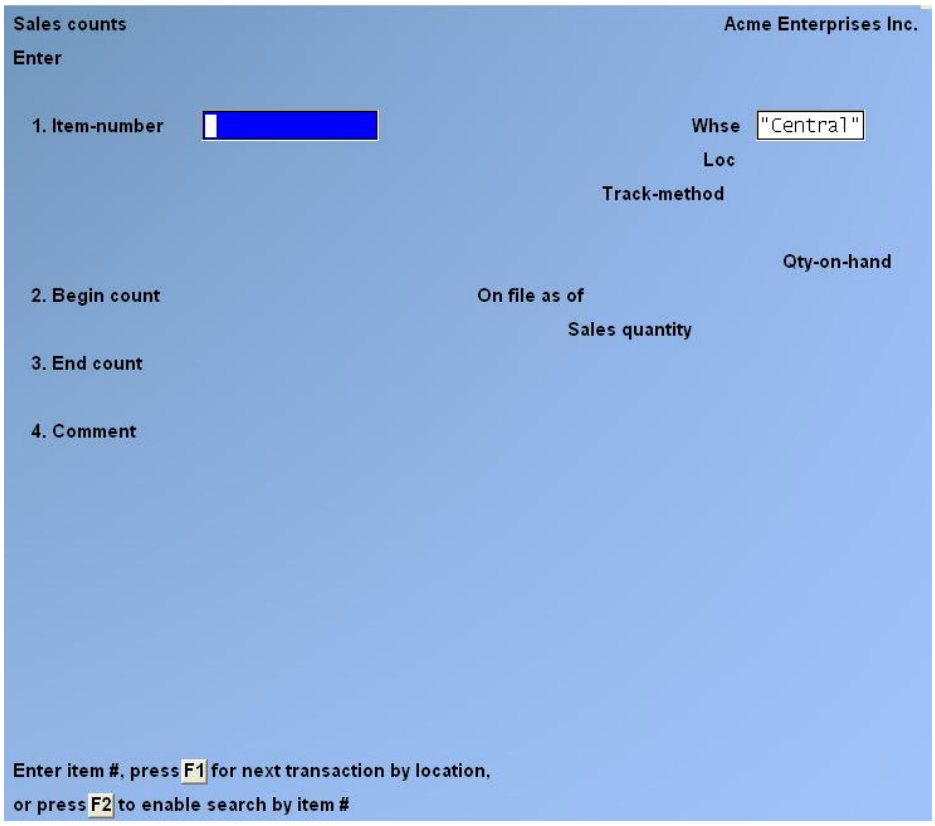
From the *Sales counts* menu, select *Enter*.

If you are using multi-warehousing you will be prompted to enter a warehouse number. Enter the warehouse for which you are entering or changing transactions for, or use one of the options:

Option: **[Enter]** to use the "Central" warehouse

[?] To look up a warehouse from the *Find* window

The following screen appears:



For new count entries:

Enter the following:

[?] 1. Item-number

Enter the number of the item you want to add a beginning or beginning/end count transaction for

You will be asked "Transaction not on file Do you wish to add ?". Answer **Y** to add a new beginning count transaction, otherwise type **N**.

2. Begin count

Enter the beginning count for this item or press **[F2]** to default to the quantity on hand value in the item file.

If you enter a quantity of zero, no transaction will be created.

You are then asked "Field number to change ?". It is at this point that you can make an entry at the "Count" and "Comment" fields.

Make any changes as usual.

NOTE: The system assumes that the beginning count date is the same as the system date. No change is allowed to the date displayed.

For existing count entries:

Enter the following:

[?] 1. Item-number

Enter the item number of the begin/end count transaction you want to edit, or use one of the options:

Options: **[F1]** to display the next count transaction on file.

[F2] If you press the **[F2]** key, the **[F1]** key will then switch to displaying the transactions in item number order, press it again to switch back to displaying in location order.

If you enter an item number for which there is no transaction on file for, you will be asked "Transaction not on file do you wish to add ?". Answer **Y** to add a new begin/end transaction, otherwise type **N**.

The transaction information is then displayed.

If the item already has an "End count" you will be offered the option of making any changes.

If there is no "End count" you will be prompted for the following:

3. End count

Enter the ending count for this item or press **[F1]** to display the next item transaction on file.

4. Comment

Enter an optional which will appear as the reference during posting.

Make any changes as usual.

Removing Count Entries

Use this function to clear out either all or a selection of begin/end count entries.

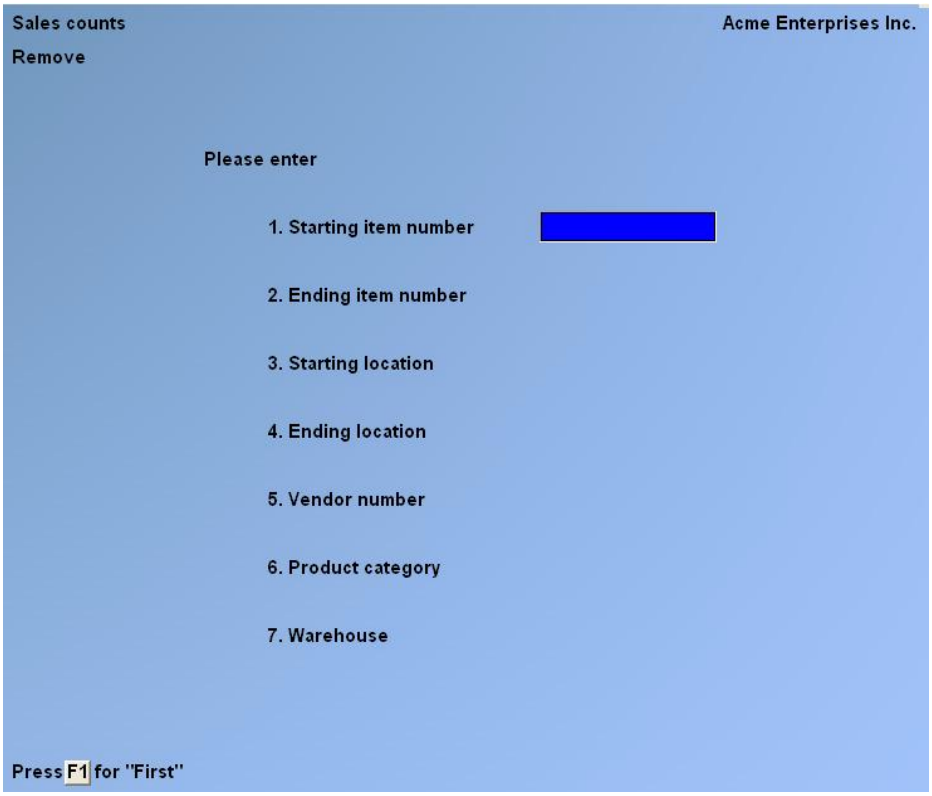
From the *Sales counts* menu select *Remove*.

The following screen appears:

Sales counts
Acme Enterprises Inc.
Remove
Warning: This function will remove begin/end count
transactions according to the criteria
you may specify later. Please be certain
that you can reproduce these counts if
necessary.
Are you sure ?

Be sure that you either have a backup of the existing transaction file, or you will be able to recreate the file should you need to do so after running this function.

Answer **Y** if you wish to continue, otherwise enter **N**. If you selected to continue the following screen appears:



Enter the following:

[?] 1. Starting item number
[?] 2. Ending item number

Enter the range of item numbers to include for removal. Which count transactions are removed is dependent on your entry in the remaining fields. Follow the screen instructions.

3. Starting location
4. Ending location

Enter the range of locations of the items to include for removal. Follow the screen instructions.

5. Vendor number

Enter the vendor number to include for removal, or use the option:

Option: **[F1]** to create transactions for "All" vendors

[?] 6. Product category

Enter the product category to include for removal of only one product category, or use the option:

Option: **[F1]** to create transactions for "All" categories

[?] 7. Warehouse

(This field appears only if you are using multi-warehousing).

Enter the warehouse code which you want to include for removal, or use one of the options:

Options: **[Enter]** for the "Central" warehouse

[F1] For "All" warehouses

Make any changes as usual.

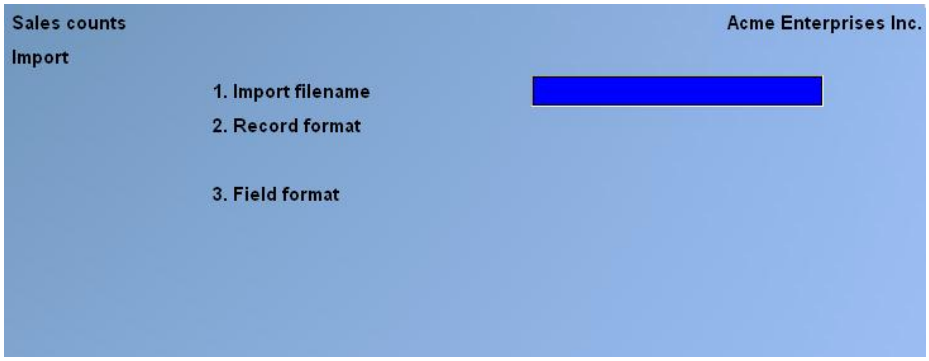
A period of processing will occur while the count entries in the criteria defined are removed.

Import Counts

Use this function to import count transactions retrieved from an outside source such as a portable data collection device. This function will allow you to define the record layout of the import file, the positioning of key fields required for import, and the option of saving as default.

From the *Sales count* menu select *Import counts*.

The following screen is displayed:



If you saved a previous import format as default, it will be displayed and you are offered the option of editing, accepting, or clearing.

For existing import formats:

Make any necessary changes, or use the option:

Option: **[F1]** to clear the existing values and enter in a new import format.

For entering a new import format:

Enter the following:

1. Import filename

Enter the name of the file to be imported. If the import file is not in the top-level Samco directory, include the drive letter or pathname where it is located.

2. Record format

Enter the letter which corresponds to the record length of the import file.

Enter **V** if the length of each record is variable. Most ASCII files contain variable length records, terminated by a carriage return. These text files can be viewed or printed, and display or print one record per line.

Enter **F** if the length of each record is "fixed", or has the same number of characters. These text files can also be viewed or printed, and display or print one record per line depending on the length of the record.

Record length

If you specify a "fixed" record format, enter the number of characters in each record, between 1 and 256.

The corresponding ASCII character is then displayed in quotation marks next to the entry.

The two most common characters used for delimiting record fields are [,] which is 44 in the ASCII chart, and **[Tab]** which is 09 on the ASCII chart.

An ASCII table is provided in an appendix in the *ASCII Table* chapter of the *System Functions* guide for your convenience.

Text in quotes ?

Answer **Y** if the text fields in a record are enclosed in quotation marks (eg. "RM0001","93","B"). Otherwise answer **N** (eg. RM0001,93,B).

Use the remaining fields on this screen to describe the item number, warehouse, begin/end, and quantity information in the import records. The fields which display depend on the field format that you entered in field number 3.

4. Item number

Describe the method of determining item numbers, as follows:

Primary lookup by

Enter the letter corresponding to the first method to be used to locate each item number.

Enter **I** if the actual item number appears in the import record, or **B** if the item's bar code exists in the import record.

Secondary lookup by

Enter the letter corresponding to the alternate method of locating the item number in each import record, or use the option:

Option: **[Enter]** for no secondary lookup method.

During the import, the item number (or bar code) is initially looked up using the method specified for "Primary lookup by". If a matching entry is not located using that method, the "Secondary lookup by" method is used.

Field number

For "delimited" field formats, enter the relative field number of the item number in an import record.

For example, if you enter 4 for this field, the item number for each item would be found in the fourth field, and is preceded by three occurrences of the delimiting character specified in field number 3.

Start position
Length

For "fixed position" field formats, specify the starting column number and length of the item number field in an import record.

For example, if you enter a "Start position" of 15, and a "Length" of 10, the item number for each item would be found beginning at column 15 and extending for 10 characters.

5. Warehouse

Describe the method of determining the warehouse code, as follows:

Field number

For "delimited" field formats, enter the relative field number of the warehouse code

in an import record.

Start position
Length

For "fixed position" field formats, specify the starting column number and length of the warehouse code field in an import record.

6. Begin/end

Describe the method of determining whether the import record is a begin or end count, as follows:

Field number

For "delimited" field formats, enter the relative field number of the begin/end indicator code (**B** or **E**) in an import record.

If the "Begin/End" field does not apply to your import records, leave the field blank and press **[Enter]** to skip. You will have the option of identifying the count type on the second screen.

Start position
Length

For "fixed position" field formats, specify the starting column number and length of the begin/end identifier field in an import record.

Format: 999 and 99 (respectively)

If the "Begin/End" field does not apply to your import records, leave the field blank and press **[Enter]** to skip. You will have the option of identifying the count type on the second screen.

7. Quantity

Describe the method of handling the quantity in each import record, as follows:

Use 1 if blank ?

Answer **Y** to import a default transaction quantity of 1 for any record whose quantity is spaces. Otherwise, answer **N**.

If you answer **Y**, any numeric quantity, including 0, is imported as the value in the record. If the quantity is spaces (blank), a quantity of 1 is imported, Non-numeric values that are not spaces are reported as errors.

If you answer **N**, numeric values are imported as usual. All non-numeric values,

including spaces, are reported as errors.

Implied decimal places

Enter the number of decimal places contained within the quantity to imported, either **1**, **2**, or **3**, or press **[Enter]** to default to 0 (zero).

If the quantity to be imported contains a decimal point to separate whole digits from the decimal positions, the decimal point is used to determine the number of decimal places, and your entry in this field is ignored.

Field number

For "delimited" field formats, enter the relative field number of the quantity in an import record.

Start position
Length

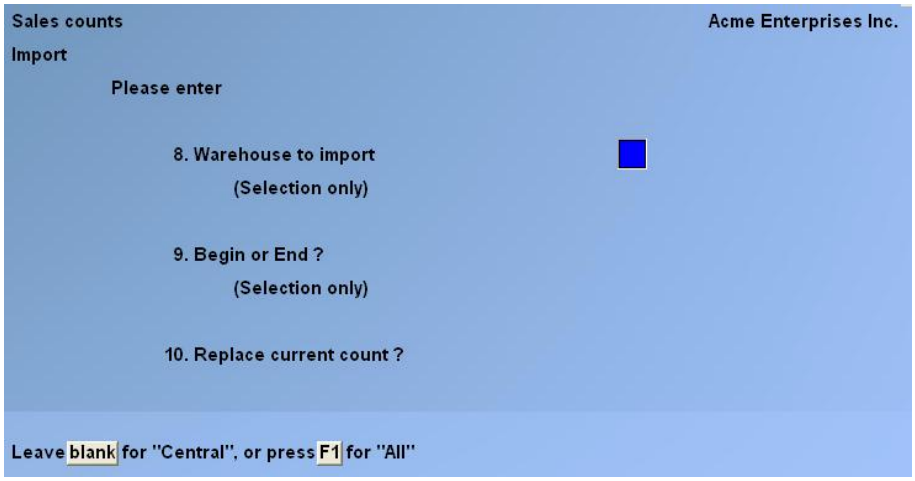
For "fixed position" field formats, specify the starting column number and length of the quantity field in an import record.

Make any changes as usual.

If an existing import default is on file you will be prompted "Replace Default Format ?". If you answer **Y** the next time you start this function, the data you entered will automatically appear.

If this is the first time you have entered import criteria, you will be prompted to "Save As Default Format ?". Again, answering ▫ will save the data you entered, and the next time you start this function this will automatically appear.

The second screen appears as follows:



Enter the following:

[?] 8. Warehouse

Enter the warehouse code to extract data for a specific warehouse, or use one of the options:

Options: **[Enter]** to default to the "Central" warehouse

[F1] to extract count data for "All" warehouses

9. Begin or End ?

Enter **B** to either import only begin count transactions or, if you specified that there is no specific begin/end indicator code, to import all the transactions as begin count type.

Enter **E** to either import only end count transactions or, if you specified that there is no specific begin/end indicator code, to import all the transactions as end count type.

Enter **A** to import both begin and end count transactions. This option is not available where the file has no begin/end indicator code.

10. Replace current count ?

Answer **Y** if you want items already with a begin/end count on file overwritten with the new figures, or **N** to add new records to the file.

If you are importing an end count, you would answer **N** since you do not want to replace your existing beginning counts.

A "Sales Count Import" report is generated showing what count transactions were imported.

Using the details supplied in the import format, the information from the import file is used to create begin/end count transactions.

As the data file is being imported, a count of the records being imported and the item number being processed is displayed.

Any error conditions encountered during the import session are printed on the import report generated. A message notifying that errors have been recorded in this file and the quantity is also displayed on the screen along with the number of good records.

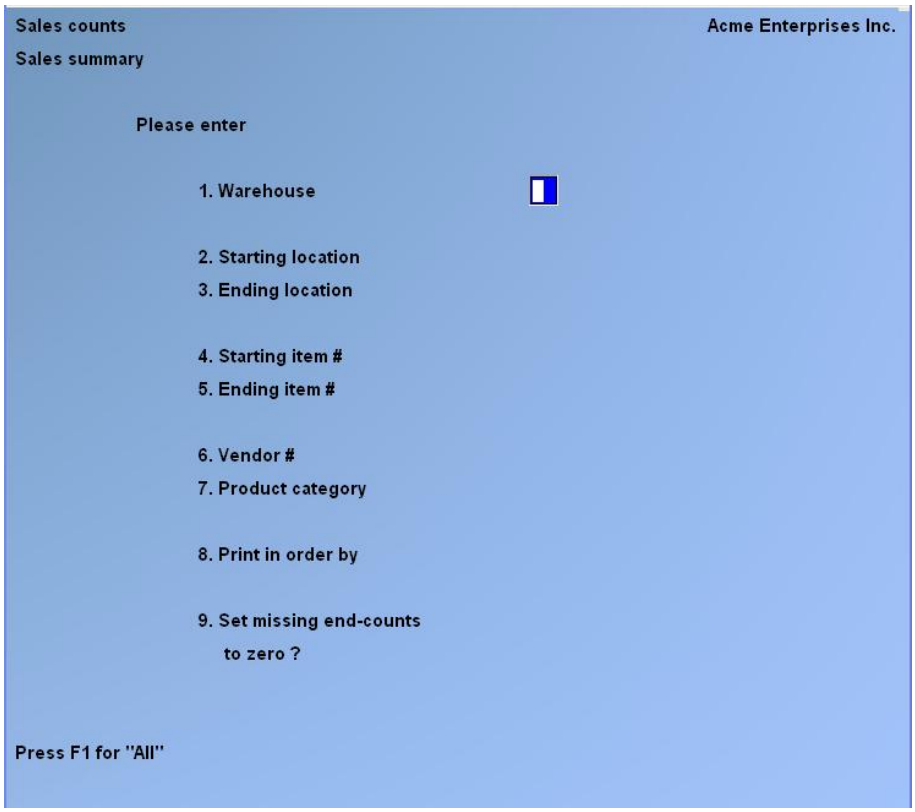
Use the *Enter* function to view or change any of the information on the transactions after they are imported.

Printing a Sales Summary Report

Use this function to print a report summarizing the sales by warehouse and by item. The sales figures are determined by subtracting the end count from the beginning count.

From the *Sales count* menu select *Sales summary*.

The following screen appears:



Enter the following report criteria:

[?]1. Warehouse

Enter a warehouse code, or using the option:

2. Starting location
3. Ending location

Enter the range of locations of the items for which the report will be printed. Follow the screen instructions.

[?] 4. Starting item number
[?] 5. Ending item number

Enter the range of item numbers for which the report will be printed. Follow the screen instructions.

6. Vendor number

Enter the vendor number of the items to include on the report, or use the option:

Option: **[F1]** To include "All" vendors

[?] 7. Product category

Enter the product category to include on the report, or use the option:

Option: **[F1]** To include "All" categories

8. Print in order by

Type **I** to print the worksheet in item number order, or **L** to print the worksheet items in location order.

9. Set missing end-counts to zero ?

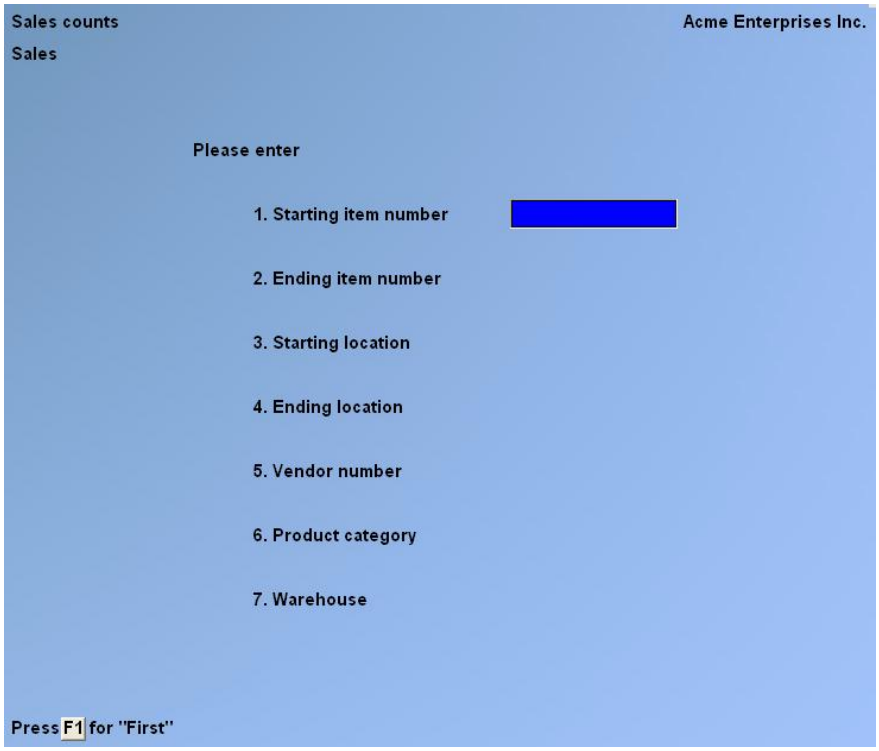
Answer **Y** if items not counted at the end should have their end count set to zero. Answering **N** will cause an error to be listed on the report advising that ending counts were not made for these items.

Creating Sales Transactions

Use this function to create the actual inventory sales transactions. The report generated will also provide your PST and GST figures by pulling out the PST and GST from the selling price.

From the *Sales counts* menu, select *Sales*.

The following screen appears:



Enter the following data:

[?] 1. Starting item number
[?] 2. Ending item number

Enter the range of item numbers for which sales transactions are to be created. Follow the screen instructions.

3. Starting location
4. Ending location

Enter the range of locations of the items for which sales transactions are to be created. Follow the screen instructions.

5. Vendor number

Enter the vendor number of the items for which sales transactions are to be created, or use the option:

Option: **[F1]** To include "All" vendors

[?] 6. Product category

Enter the product category of items to create sales transaction, or use the option:

Option: **[F1]** To include "All" categories

[?] 7. Warehouse

Enter the warehouse code for which you want transactions created, or use one of the options:

Option: **[Enter]** for the "Central" warehouse

[F1] To include "All" warehouses

A second screen appears for the entry of further criteria:

Please enter:

1. Transaction date
2. Document number
3. Default comment

Enter the following data:

1. Transaction date

Enter the date with which the inventory sales transactions created will be dated.

2. Document number

Enter the document number to be given the inventory sales transactions created, or use the option:

Option: **[Enter]** to default to SALE-COUNT.

3. Default comment

Enter the comment to be inserted for counts with a blank comment. This will appear on the inventory sales transaction.

[?] 4. Tax group

Enter the tax group code which will be applied to the sales transactions for calculating the applicable taxes.

The screen is cleared and you are asked "OK to create sales transactions ?". Answer **Y** or **N**.

If you answer **Y**, the Sales Transaction Log will be printed.

At this point, all begin/end count transactions which were included in the create sales transaction criteria are removed from this file, and inventory sales transactions are created. Use the *Inventory* function to edit, delete, print an edit list of, and permanently post these transactions.

Chapter 58

Customer Item Cross Reference

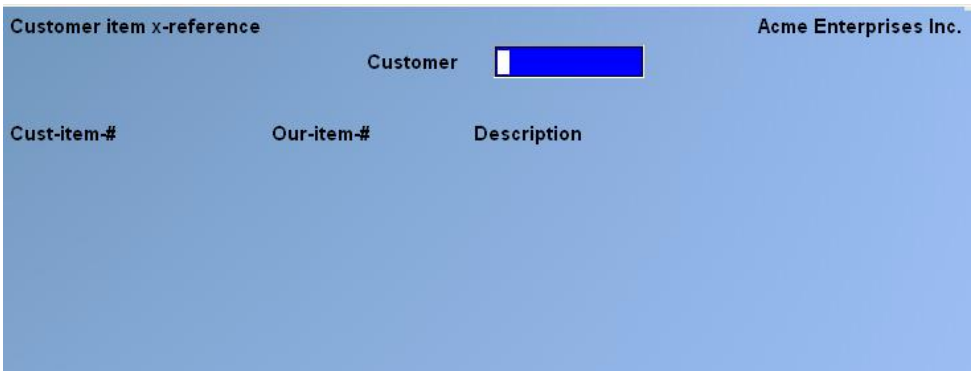
This feature is used to enter a customer's item numbers for the products you sell, and to cross-reference those numbers to the item number you use. Using this feature, invoices and pick-tickets can be printed with the customer's item number if this is a requirement of doing business with your customers.

Warning: This function is only for use with Samco's *Billing* Module.

Entering Customer Item Cross-References

From the *Inventory* menu, select *Customer item x-reference*. Next, select *Enter*.

The following screen appears:



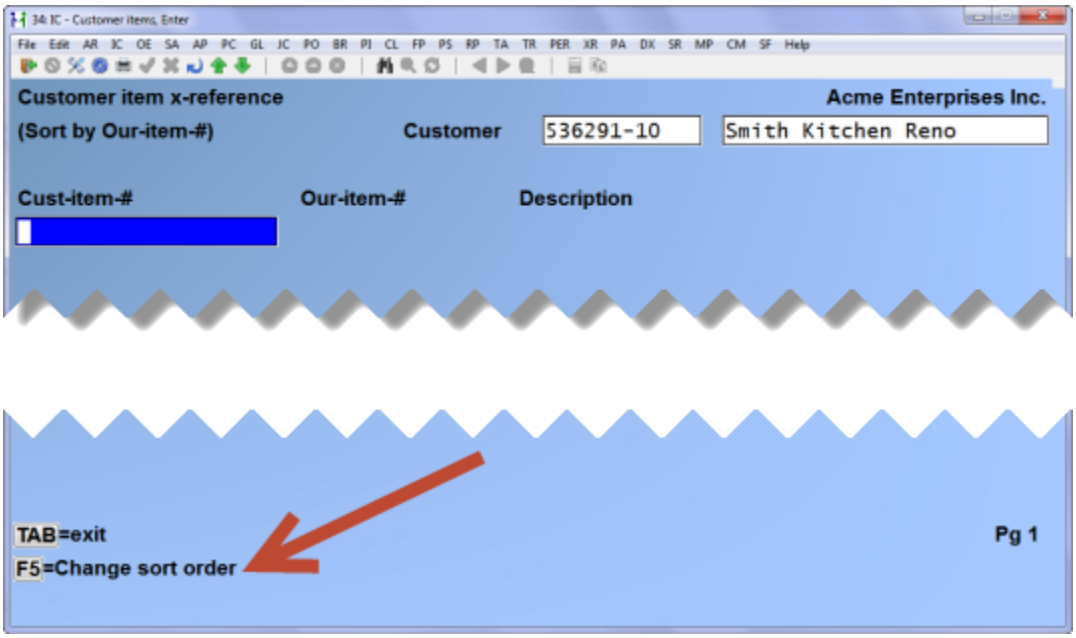
This is the screen where all of the maintenance is done, and is called a "list" function. You can work with both new and existing customer item cross-references from the list.

Enter the information as follows:

[?] Customer

Enter the customer number to maintain item numbers for or use the following option:

Option: **[Tab]** to exit to the previous menu.
[F5] to toggle between the customer item # and our item #


34: IC - Customer items, Enter
File Edit AR IC OE SA AP PC GL JC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help
Customer item x-reference
Acme Enterprises Inc.
(Sort by Our-item-#)
Customer
536291-10
Smith Kitchen Reno
Cust-item-#
Our-item-#
Description
TAB=exit
F5=Change sort order
Pg 1

Cust-item-#

Enter the customer item number to print on forms when an item is sold to this customer, providing the customer item number is programmed in the form being used.

Note: The same **Cust-item-#** can be entered multiple times to be referenced from multiple **Our-item-#**'s, but **Our-item-#** can only be referenced to one **Cust-item-#** (i.e. **Our-item-#** can only appear once in the customer-item list).

[?] Our-item-#

Enter your item number which corresponds to the customer item number entered in the **Cust-item-#** field.

Use the following options to set up and maintain your customer item cross-reference list:

Options:

[Tab] **Exit....** to return to the **Customer** field.

[Enter] **Edit....** places you in the edit mode for the line the cursor is currently on. Simply make any changes to the **Our-item-#** field.

[F2] **Add....** to add one or more new customer item numbers. A new line will be "opened" for you to type in the new customer item number, then your item number.

[F3] **Delete....** to delete the line the cursor is currently on.

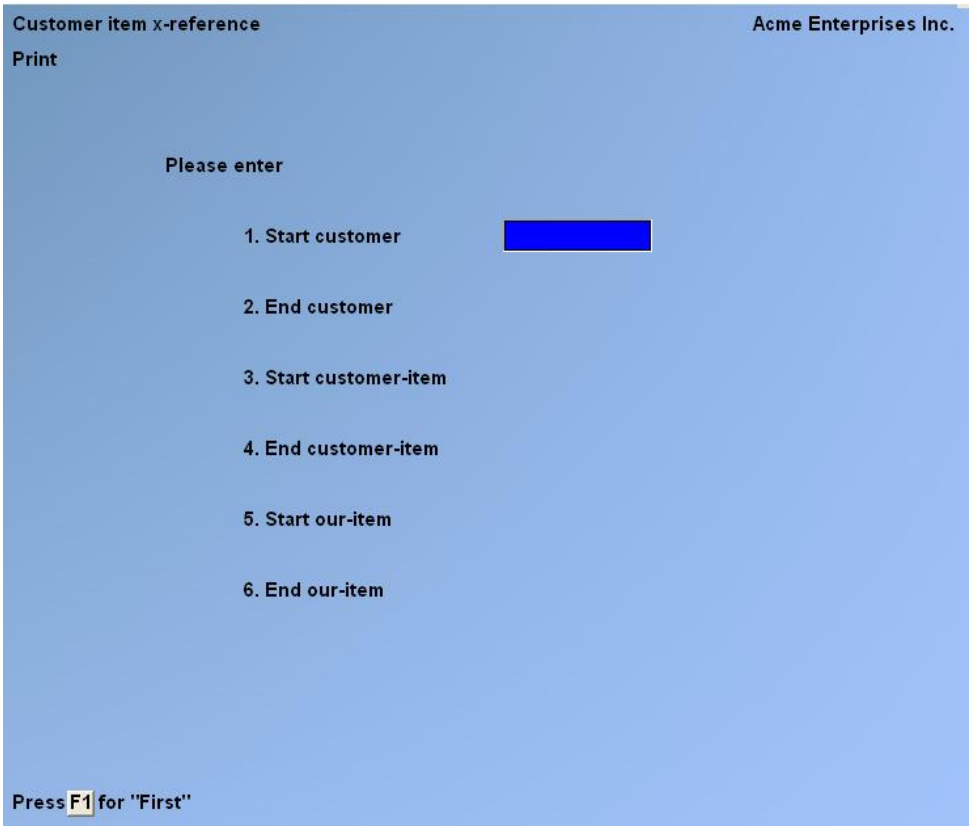
[PgDn] **Forward....** to move forward through the customer item numbers one page at a time. The first account on the next page is the one immediately after the last account on this page.

[PgUp] **Backwards....** to move backward through the customer item numbers one page at a time. The last account on the previous page is the one immediately prior to the first account on this page.

Printing a Customer Item Cross Reference Listing

From the *Inventory* menu, select *Customer item x-reference*. Next, select *Print*.

The following screen appears:



Enter the information as follows:

[?] 1. Start customer
[?] 2. End customer

Enter a range of customers to include in the list. Follow the screen instructions.

3. Start customer-item
4. End customer-item

Enter a range of customer item numbers to include in the list. Follow the screen instructions.

[?] 5. Start our-item
[?] 6. End our-item

Enter a range of our item numbers to include in the list. Follow the screen instructions.

Chapter 59

Item Labels

This selection allows you to create inventory labels of your own design. You can specify which inventory information (fields) to show on the label and the exact arrangement (layout) of that information on the label.

Although you will probably use *Item labels* most of the time to create labels which attach to and identify your inventory items, it can also be used to create an index of your inventory on 3" x 5" index cards, inventory fact sheets, and customized lists of inventory information.

Usually, you would follow these steps in creating your label:

1. Use *Location grid* to print a grid on top of your labels form (or sheet), and sketch the layout of your label on it.

2. After you have an idea of what your label will look like, use the *Layout* selection to first describe its general appearance, and then to select each field and specify where it will print on the label.

3. Use *Layout list* to print a list of your layout specifications which will indicate any problems in your layout.

4. Next, use *Test* to try your new label layout.

5. After you are satisfied with the label layout, use the *Print* selection to print your item labels for the items and warehouses that you designate.

When you want to create another label, if it is similar to an existing one that you have already designed, you can use *Copy* to copy the existing one to the new label layout. Then use *Layout* to modify the new (copied) layout, rather than having to create it

from scratch.

This chapter describes how to create a label in the same sequence as outlined above.

Printing a Location Grid

From the *Inventory Control* menu, hit **[F2]** to display page 2 of the menu, then select *Item labels*. Then from the *Item labels* menu, select *Location grid*.

Although *Location grid* is not the first selection on the menu, it is normally the first function to use when you begin designing a new item label.

A location grid consists of column and row markers printed on top of one of your labels (or one of your label sheets), to be used as an aid in laying out the overall design of the label.

Use the location grid as a worksheet to help you to establish the exact location (the row and column) of each field and piece of text that you intend to print on the label. Mark the positions of your fields and text on the grid and, later, use it as a guide when entering the label layout.

On the screen that appears, enter the following information:

1. # of rows to print (top to bottom)

Enter the number of rows you want printed on the grid, or use the option:

Option: **[F1]** For 5 rows on each label

2. # of print columns (left to right)

Enter the number of columns you want printed on the grid, or use the option:

Option: **[F1]** For 35 print columns on each label

Insert your label in the printer. Follow the screen instructions to print the location grid.

Creating a Label Layout

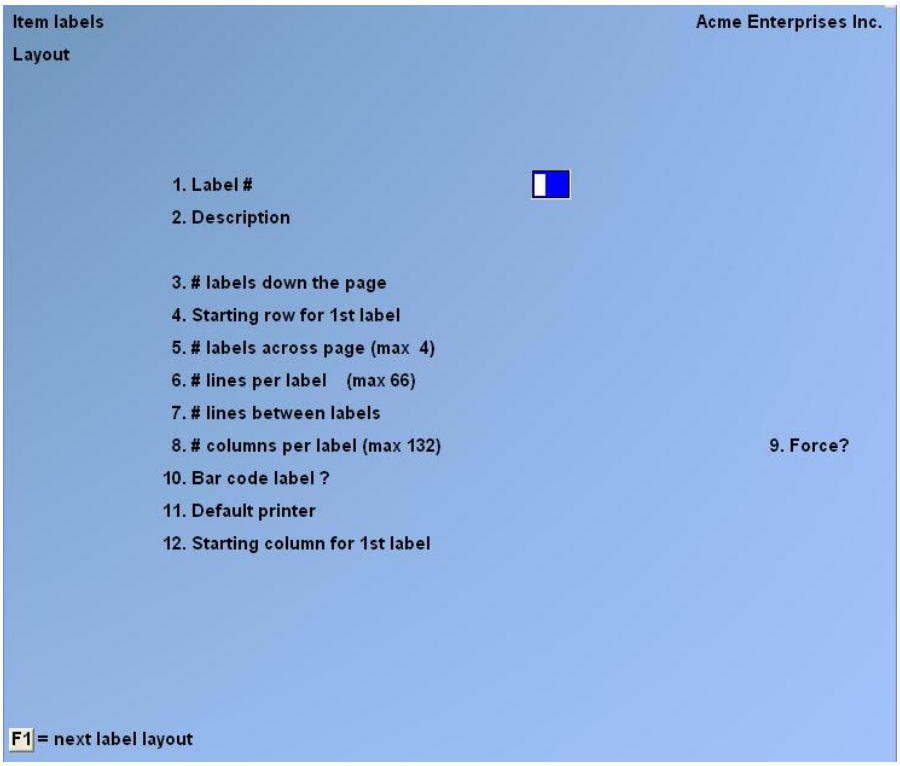
This selection allows you to enter all of the specifications needed to define the size of your labels, the number of labels across the label sheet, and which Inventory Item fields will print on the label.

To aid you in answering some of the questions in the following screens, use the

location grid on which you have designed your label.

Select *Layout* from the *Item labels* menu.

This screen appears:


Item labels
Acme Enterprises Inc.
Layout
1. Label #
2. Description
3. # labels down the page
4. Starting row for 1st label
5. # labels across page (max 4)
6. # lines per label (max 66)
7. # lines between labels
8. # columns per label (max 132)
9. Force?
10. Bar code label ?
11. Default printer
12. Starting column for 1st label
F1 = next label layout

From this screen you can work with both new and existing label layouts. If a label layout exists for the label number you specify, that label layout appears and is available for changes or deletion.

Enter the following information:

[?] 1. Label #

Enter a number to identify this label layout, or use the option:

Option: **[F1]** to scan through existing label layouts on file

2. Description

Enter a description for this label layout.

3. # of labels down the page

Enter the number of labels to print down the page (label sheet), or use the option:

Option: **[F1]** For continuous labels (on a roll)

4. Starting row for first label

Enter the row number where the first label is to start printing.

5. # of labels across page (max 4)

Enter the number of labels to print across the page (label sheet), up to 4 labels.

6. # lines per label (max 66)

Enter the number of lines (rows) to print on a label, up to 66 lines.

7. # lines between labels

Enter the number of lines to skip between labels. (For most labels this will be 1 line.)

8. # columns per label (max 132)

Enter the number of columns to print for a label, up to 132 columns.

9. Force?

Enter Y to use column positioning control characters or N to rely on relative position.

10. Bar code label?

Enter Y if this is a bar code label or N if it is a regular label.

11. Default printer

Use one of the following options:

Option: **[F1]** For a printer list

[F2] For "none"

[F4] For "ask" for printer at time of label printing

12. Starting column for 1st label

Enter the starting column number for the first label. This column number determines how many print columns from the left the printing starts on your label sheet.

13. Starting column for 2nd label

This field only appears if you specified (in field number 5 above) that more than one

label is to be printed across the sheet.

Enter the starting column for the second label. This column number must be at least the starting column for the first label, plus the number of columns per label (field number 8 above), plus 1.

14. Starting column for 3rd label

This field only appears if you specified (in field number 5 above) that more than 2 labels are to be printed across the sheet.

Enter the starting column for the third label. This column number defaults to the starting column for the second label, plus the number of columns per label (field number 8 above), plus 1.

15. Starting column for 4th label

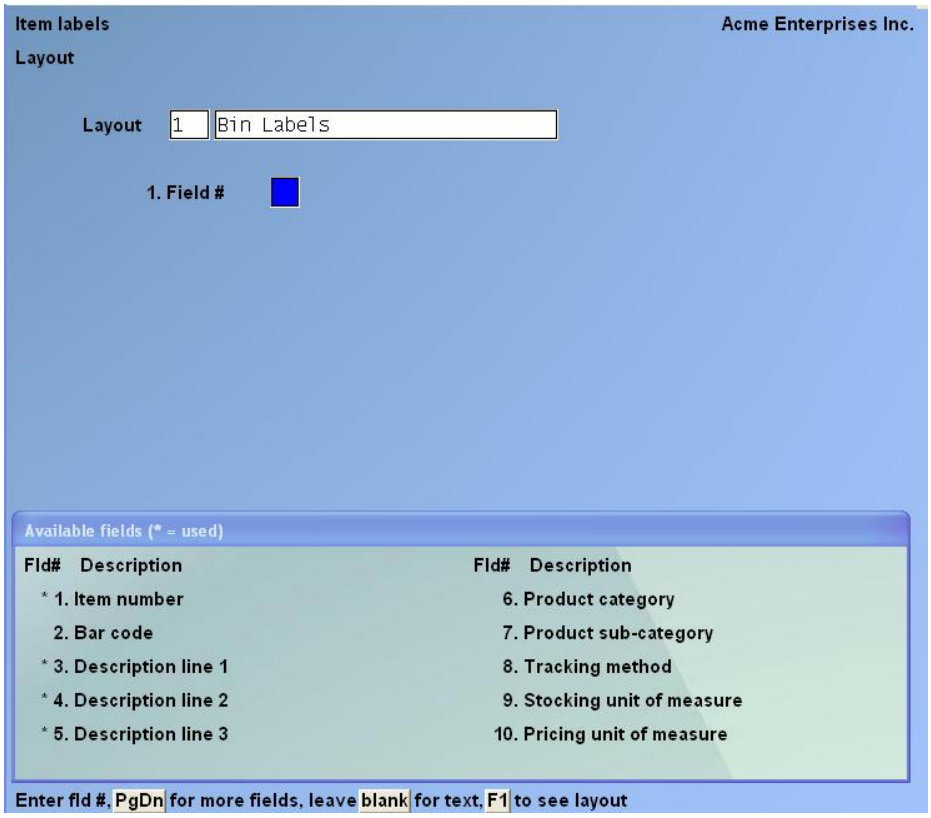
This field only appears if you specified (in field number 5 above) that 4 labels are to be printed across the sheet.

Enter the starting column for the fourth label. This column number defaults to the starting column for the third label, plus the number of columns per label (field number 8 above), plus 1.

After you press **[Enter]** at "Field number to change ?", you see:

View/change label layout ? Enter Y if you want to enter the label detail.

The following screen appears:


Item labels
Acme Enterprises Inc.
Layout
Layout 1 Bin Labels
1. Field #
Available fields (* = used)
Fld# Description
* 1. Item number
2. Bar code
* 3. Description line 1
* 4. Description line 2
* 5. Description line 3
Fld# Description
6. Product category
7. Product sub-category
8. Tracking method
9. Stocking unit of measure
10. Pricing unit of measure
Enter fld #, PgDn for more fields, leave blank for text, F1 to see layout

At the bottom of this screen is a window showing the first 10 fields available for use in your label.

Enter the following information:

1. Field #

Enter the number of the field name that you want to select for the label, or use one of the options:

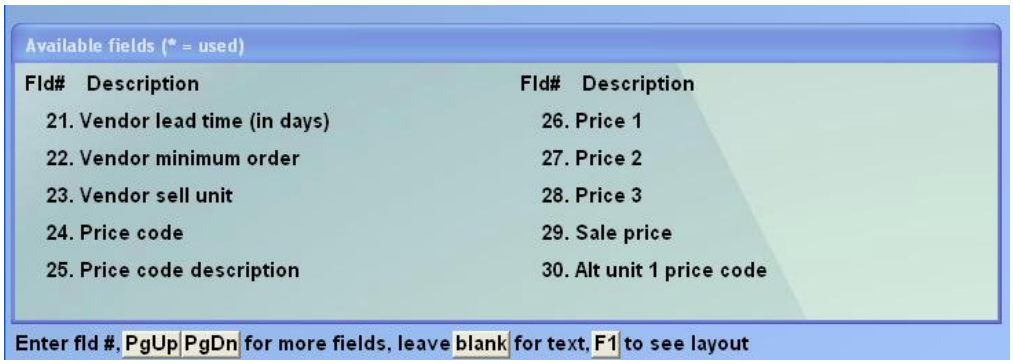
Options: **[Enter]** To enter text instead of a field number (see the section titled Inserting Text later in this chapter)

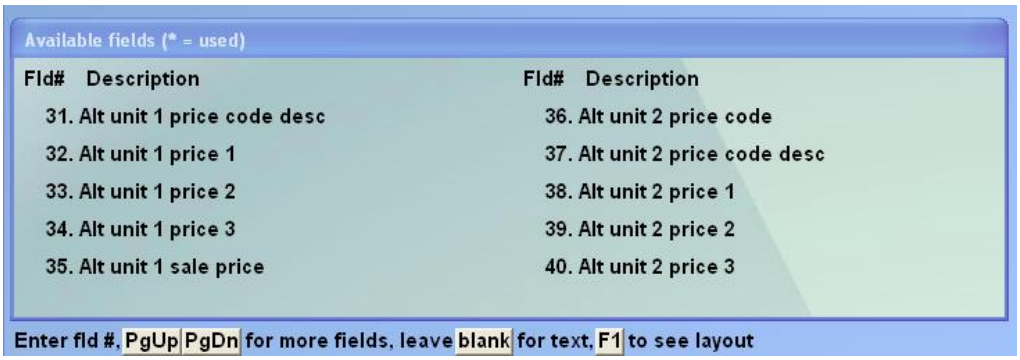
[F1] To display the label as it appears so far (see the section titled Viewing the Label later in this chapter)

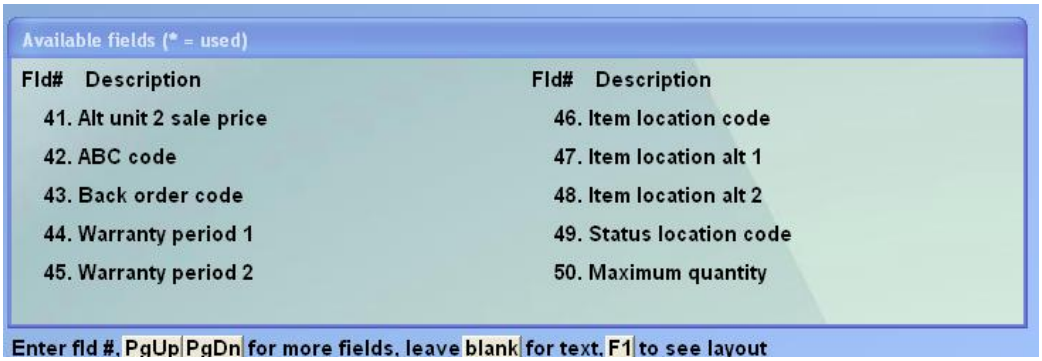
There are also five more windows showing fields which you may select to print. To see them, press **[PgDn]**. To return to a previous window, press **[PgUp]**.

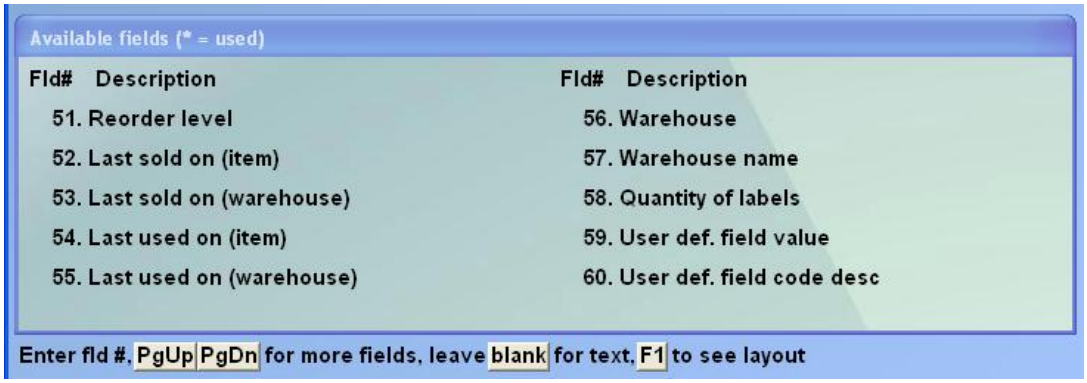
The additional six windows will appear similar to the following:

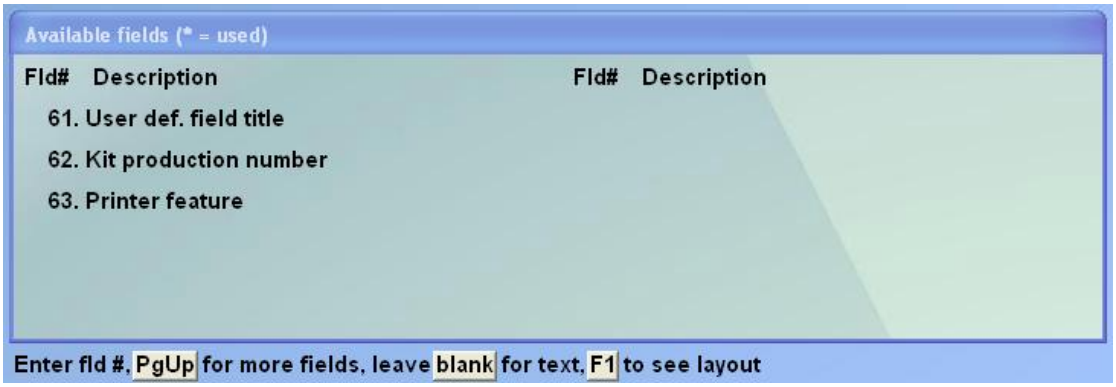
Available fields (* = used)
Fld# Description
11. Conversion factor
12. Alternate unit 1
13. Alternate unit 2
14. Preferred unit
15. Item average cost
Fld# Description
16. Item replacement cost
17. Commission code
18. Commission code description
19. Vendor number
20. Vendor product number
Enter fld #, PgUp PgDn for more fields, leave blank for text, F1 to see layout


Available fields (* = used)
Fld# Description
21. Vendor lead time (in days)
22. Vendor minimum order
23. Vendor sell unit
24. Price code
25. Price code description
Fld# Description
26. Price 1
27. Price 2
28. Price 3
29. Sale price
30. Alt unit 1 price code
Enter fld #, PgUp PgDn for more fields, leave blank for text, F1 to see layout


Available fields (* = used)
Fld# Description
31. Alt unit 1 price code desc
32. Alt unit 1 price 1
33. Alt unit 1 price 2
34. Alt unit 1 price 3
35. Alt unit 1 sale price
Fld# Description
36. Alt unit 2 price code
37. Alt unit 2 price code desc
38. Alt unit 2 price 1
39. Alt unit 2 price 2
40. Alt unit 2 price 3
Enter fld #, PgUp PgDn for more fields, leave blank for text, F1 to see layout


Available fields (* = used)
Fld# Description
41. Alt unit 2 sale price
42. ABC code
43. Back order code
44. Warranty period 1
45. Warranty period 2
Fld# Description
46. Item location code
47. Item location alt 1
48. Item location alt 2
49. Status location code
50. Maximum quantity
Enter fld #, PgUp PgDn for more fields, leave blank for text, F1 to see layout

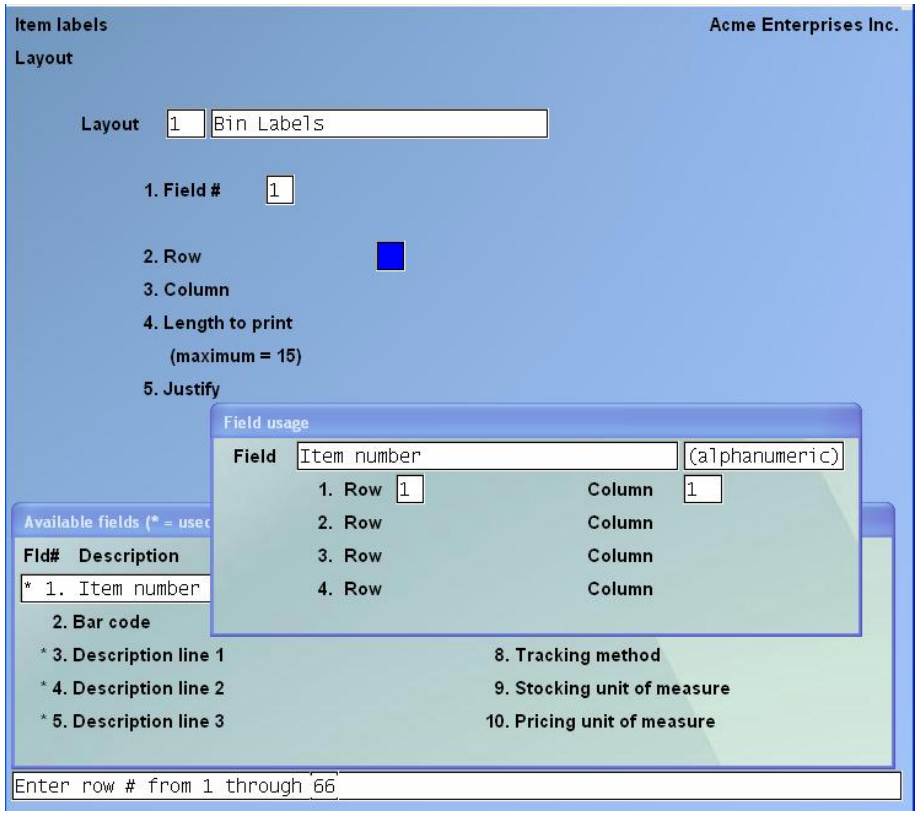

Available fields (* = used)
Fld# Description
51. Reorder level
52. Last sold on (item)
53. Last sold on (warehouse)
54. Last used on (item)
55. Last used on (warehouse)
Fld# Description
56. Warehouse
57. Warehouse name
58. Quantity of labels
59. User def. field value
60. User def. field code desc
Enter fld #, PgUp PgDn for more fields, leave blank for text, F1 to see layout


Available fields (* = used)
Fld# Description
61. User def. field title
62. Kit production number
63. Printer feature
Fld# Description
Enter fld #, PgUp for more fields, leave blank for text, F1 to see layout

The values for fields which show "...(item)" are obtained from the Item file. The values for fields which show "...(warehouse)" are obtained from the Status file record for the specific warehouse.

Alphanumeric, Numeric, and Date Fields

This screen allows you to specify where to print the selected field (item number) and how you want it to look when it is printed.



The appearance of this screen below "Row" and "Column" depends on the type of field you have selected. There are three different types of fields, depending on the type of information contained:

Alphanumeric fields may contain any combination of letters, digits, and special symbols.

Numeric fields only contain digits, along with any decimal points, minus signs or parentheses [for negative numbers], and commas.

Date fields only contain dates.

Alphanumeric Fields

Since our example, "Item number", is an alphanumeric field, an alphanumeric type screen appears.

All alphanumeric fields allow the same set of choices, as shown on the screen on the previous page. The maximum size of the field depends on the particular field you have selected.

Enter the information for an alphanumeric field as follows:

2. Row

Specify the row in which to print this field.

3. Column

Specify the starting column in which to print this field.

4. Length to print

Enter the number of characters you want to print in this field, up to the maximum number shown, or use the option:

Option: [Enter] For the maximum length of the field allowed by the software

5. Justify

"Justify" means to adjust characters within the space allowed.

Enter **L** to "left-justify" the characters. The characters will be aligned with the left-hand margin of the space for this field. Enter **R** to "right-justify" the characters. The characters will be aligned with the right-hand margin of the space for this field.

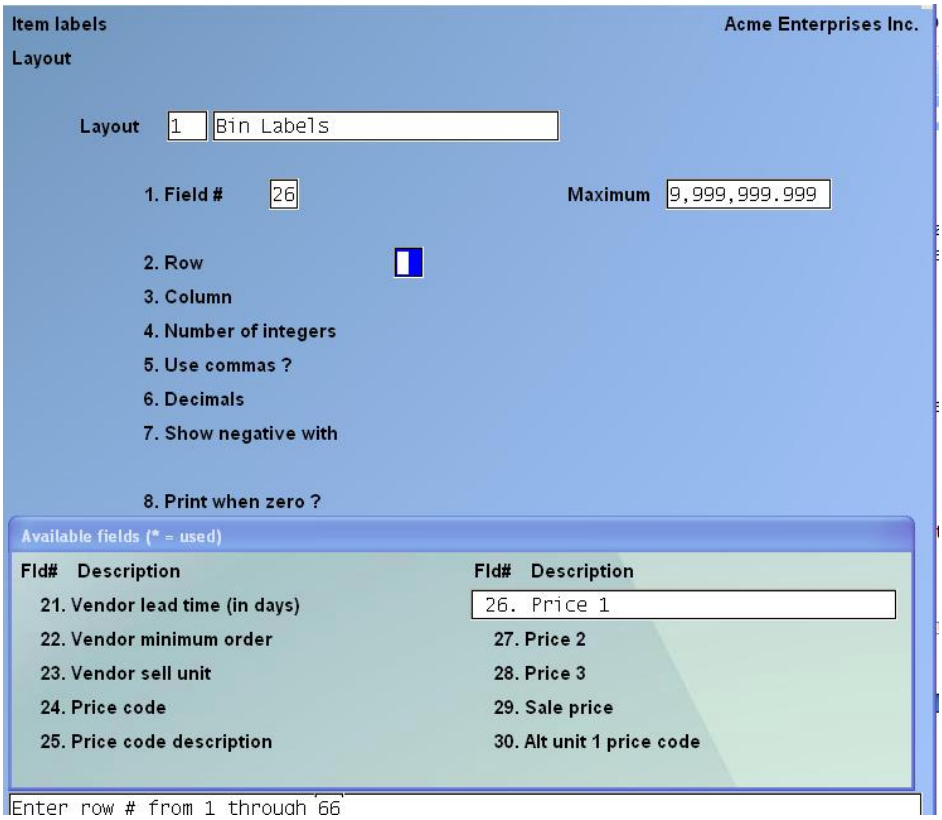
Enter **N** for no justification. The characters will be printed exactly as entered.

When you press **[Enter]** at "Field number to change ?", you are returned to "Field #" for selection of another field.

Numeric Fields

The choices for a numeric field depend on the characteristics of that particular field (for example, its maximum length, if negative numbers are allowed, if it has any decimal places, etc.).

If you select a numeric field, such as "Price", you would see:



The "Price 1" field can have 2 or 3 decimals and it can contain commas, so the screen appears as above.

4. Number of integers

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or use the option:

Option: **[Enter]** For the maximum shown

5. Use commas ?

(If commas are not appropriate for a particular field, you are not given the option of using commas.)

Answer **Y** to use commas when printing this field on a label.

6. Decimals

(If the field has no decimal places, this choice does not appear.)

Enter the number of decimal places you want to print, up to the maximum shown, or use the option:

Option: **[Enter]** For the maximum shown

7. Show negative with

(If this field cannot contain a negative value, this choice displays "Not applicable".)

Enter **M** to show negative numbers with a minus sign, or enter **P** to show them in parentheses.

on left or right ?

If you select to show negative numbers with a minus sign, enter **R** to place the minus sign on the right, or enter **L** to place it on the left.

Print where ?

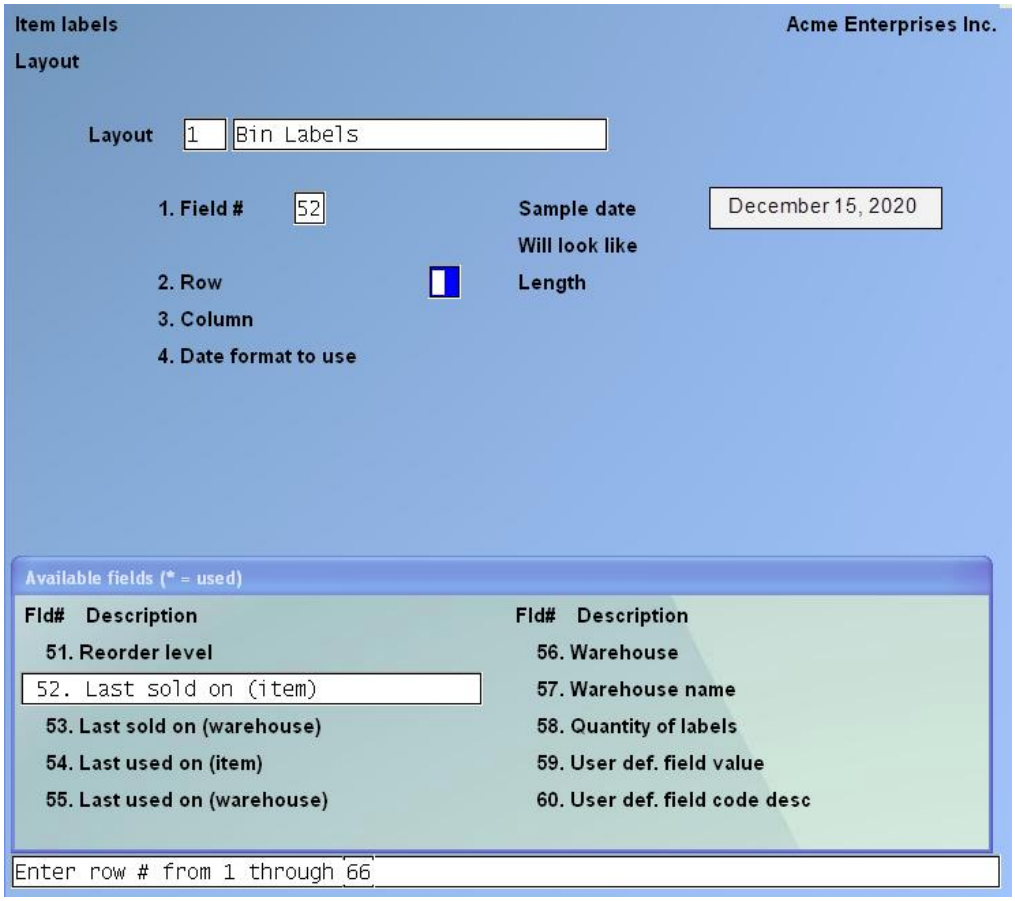
If you select to show negative numbers with parentheses, enter **F** to place the parentheses in fixed positions, or enter **N** to place them next to the number. For example, if the number were negative 35, typing **F** would result in "(35)", typing **N** would result in "(35)".

8. Print when zero ?

Answer **Y** to print a zero when the number is zero. Answer **N** to leave the field blank when the number is zero.

Date Fields

If you select a date field, such as "52. Last sold on (item)", you would see:



Enter the row and column in the same way as for an alpha-numeric field. Then specify the format to use when printing the date:

4. Date format to use

Enter one of these choices for how the date is to be printed:

1 = MM/DD/YY
2 = MM/DD
3 = DD-MMM-YY
4 = DD-MMM
5 = Month fully spelled

When you enter your choice, the "Will look like:" field on the right side of the screen shows how the date will look. The length of the field displays so you will know how much room this field will occupy on the label.

Press **[Enter]** at "Field number to change ?" to return to "Field #".

Viewing the Label

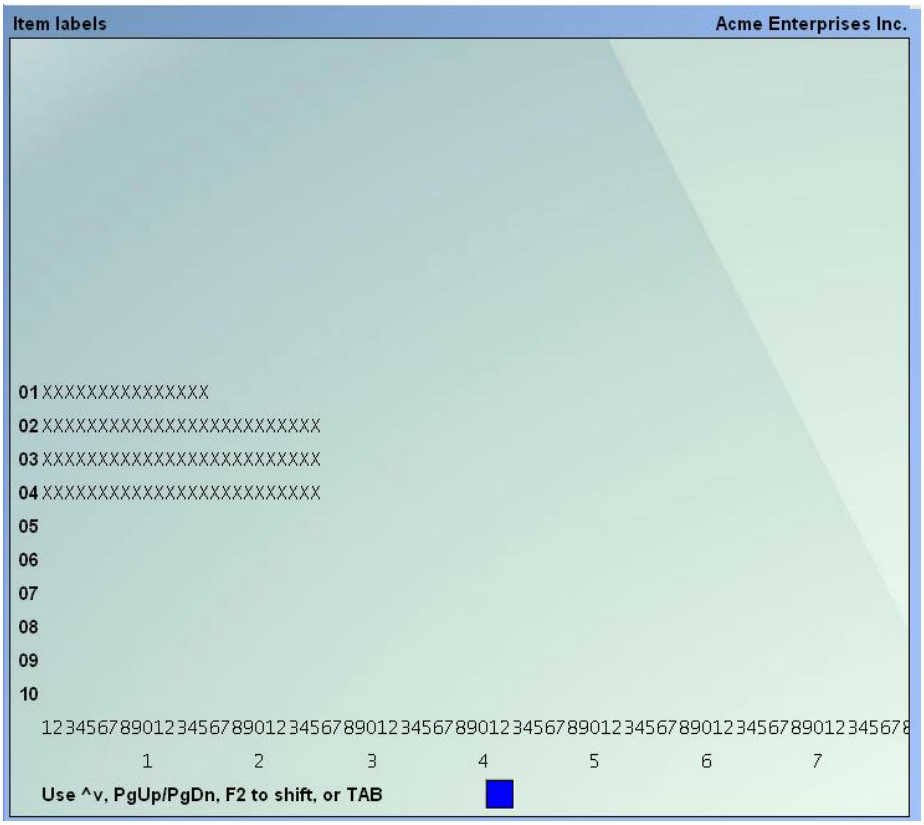
While entering the label layout, you can press **[F1]** to see a picture of the label. This

will give you an idea of the appearance of your label.

The width of the label is your entry for "# columns per label", and the number of lines is your entry for "# lines per label".

"X's" appear to represent the alphanumeric fields that you selected, in the length and location you specified. "9's" appear for numeric fields. Dates are represented differently, depending on the format you have chosen for the date. "?'s" appear where any of the fields overlap, in which case you need to change the position of a field.

The screen appears as follows:



While viewing a label, you have these options:

Options: **[Up][Down]** To scroll your label up and down one row at a time. This is useful to bring a row to the bottom of the screen to be near the column numbers, where you can more easily judge a field's column position.

[PgUp][PgDn] To shift your view of the label up and down by a screen-full at a time. This is useful when your label size is larger than can be displayed on the screen.

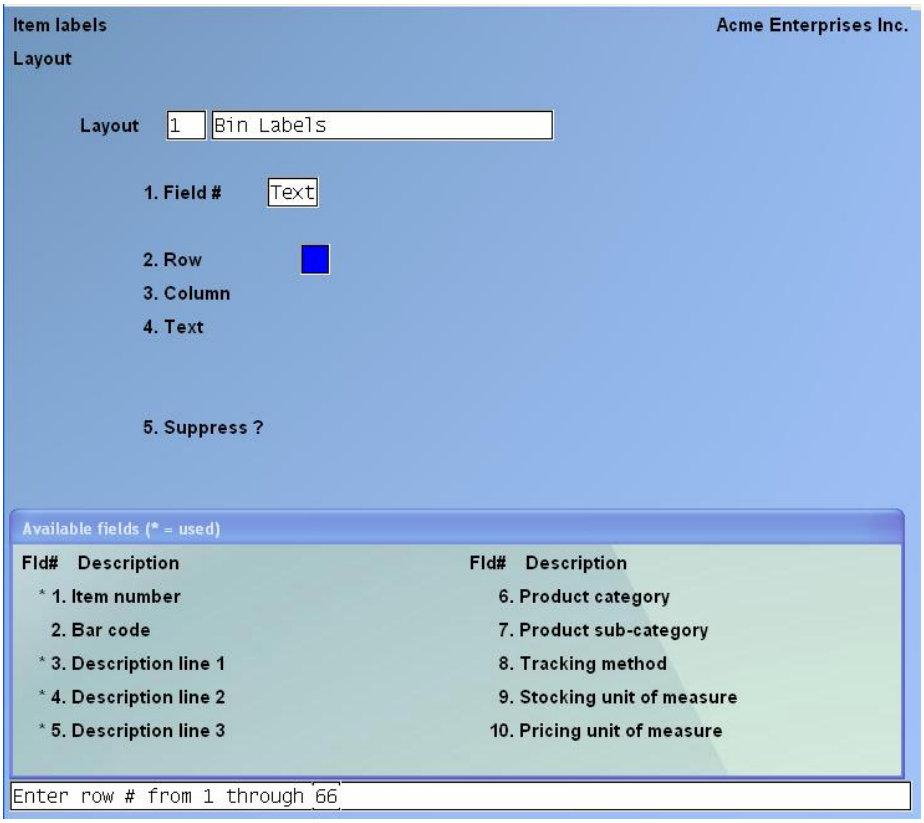
[F2] To shift your view to the right edge of the label. This option

only appears when your label is wider than the screen. Press **[F2]** again to shift back to the left.

[Tab] To exit the "view label" screen and return to the layout screen.

Inserting Text

To insert text, press **[Enter]** at "Field #". You then see:



You can enter text and position it where you want it to print on each label. For instance, you would probably want to print the text "Item #:" next to the "Item number" field on each label. You can also use this option to print dashed lines ("----------") or symbols on your labels.

Enter text information as follows:

1. Field #

"Text" appears in this field, to indicate that you are working with text rather than fields.

2. Row

Enter the row in which you want the text to print.

3. Column

Enter the column in which you want the text to begin printing.

A ruler appears, with numbers starting at the column you specified above, and extending up to 40 columns. The ruler stops at the right-hand edge of your label, and thus may be shorter than 40 columns.

4. Text

Enter the exact text you want to appear in that location.

5. Suppress ?

Answer **Y** if you want the text to be suppressed (not printed) when some field (to be specified next) is zero or blank. Answer **N** if you want the text to always print.

For example, suppose you had specified that the text "Vendor #" would be printed next to the "Vendor number" field value on your label. To prevent the "Vendor #" text from printing for items which have no vendor, you would answer **Y** here.

Field #

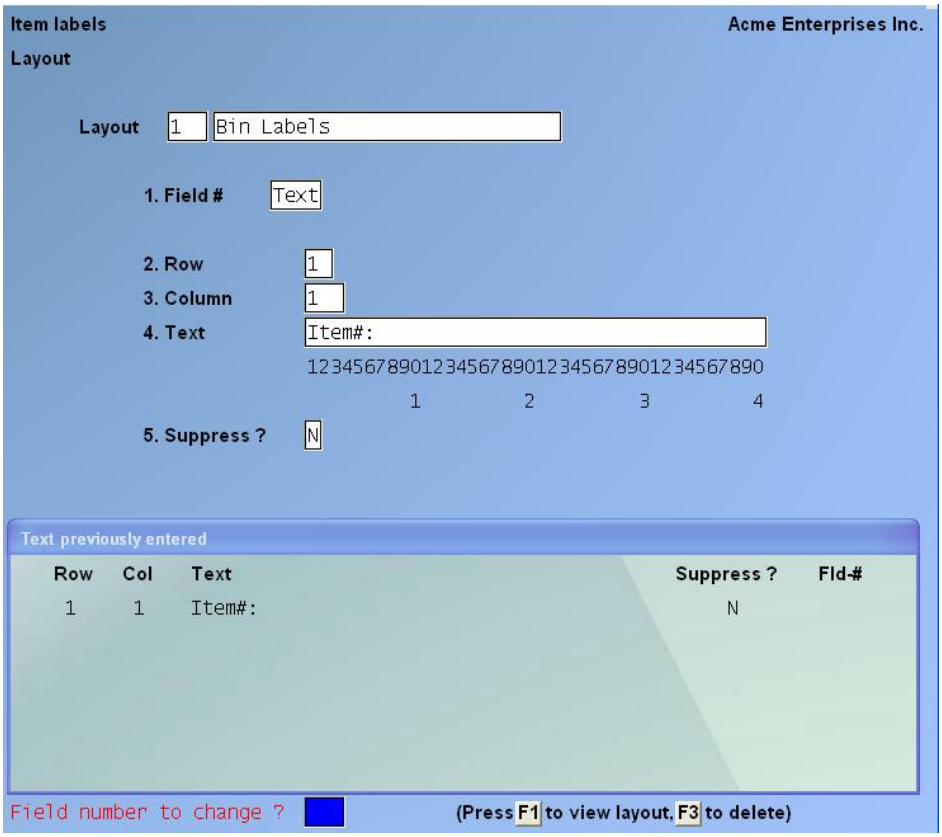
If you answered **Y** to "Suppress ?", enter the number of the field which, when zero or blank, will cause the text not to print.

If you have not already selected this field to print on the label, you get a warning message. However, your choice is still accepted. Make a note to select the field later. The field you select here must also be selected to print on the label.

Changing or Deleting Text

To delete a text entry, or change the location or wording of text you have entered, display the text screen by pressing **[Enter]** at "Field #".

A screen similar to this appears:



A window shows information on the text entries already entered.

To delete a text entry, enter its row and column number, then press **[F2]** when prompted to do so.

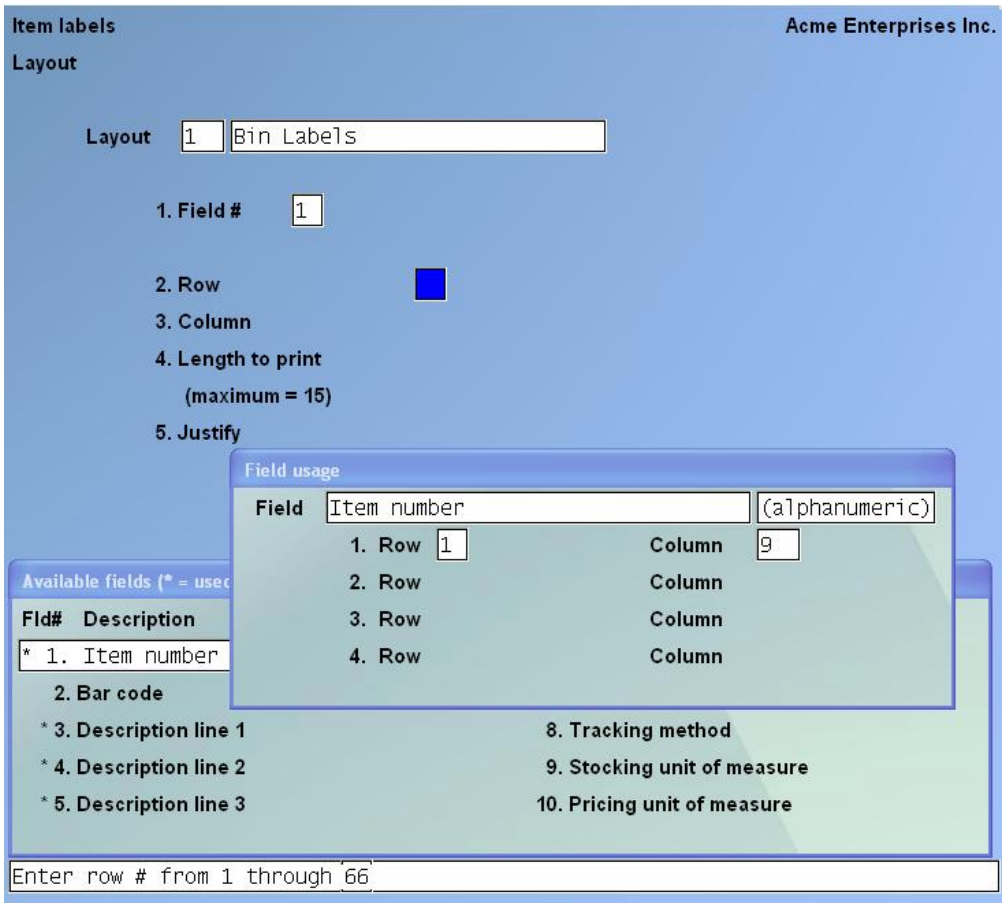
To change the wording of the text, enter its row and column number, select field number 4, and enter the new wording. You can also change the "Suppress ?" information by selecting field number 5 and entering a new answer or new field number.

To change the row or column in which the text starts, enter its current row and column numbers. Then select field number 2 or 3 and enter the new row or column number.

You may need to change the appearance or print location of a field that you have already selected to appear on your label. This section describes how to change a field's appearance or location, delete it, or print it in additional locations on the label.

Select the field that you want to modify by entering its number at "Field #".

You see:



The "Field usage" window shows how many times you have used this particular field in your label and where you have used it. You can use each field up to four times. In this example, Item number has only been used one time -- in row 1, column 9.

Select the usage of the field you wish to modify by entering its row in "Row", and its column number in "Column".

Use "Field number to change ?" to change any of the information about this field, or use one of the options:

Options: **[F1]** To view the label (as described earlier in this chapter)

[F3] To delete this particular usage of the field (any other usages will not be affected)

After making changes, press **[Enter]** at "Field number to change ?" and you will be back at "Field #", ready to select another field.

Printing a Field in More than One Location

As mentioned previously, any field can be printed in up to 4 different locations on the

label.

To use a field again, enter its number at "Field #".

Enter the new location (row and column), and the remaining information to specify how to print the field in its new location. When you print your labels, this field will print in all of the locations that you have specified.

Printing a Layout List

This selection prints a report that lists the label layouts you have entered for one or more labels. For each label layout listed, it shows you the label's general appearance information and the information specifying the appearance and location of each field on the label.

After you have entered all of the layout information for your label, we recommend that you print this report so that you can see all of the layout specifications together at once. Based on the information in the report, you can make adjustments and corrections to your label layout before using *Test* to print a test label.

Select *Layout list* from the *Item labels* menu. You may also select *Label layouts* from the *Reports* menu.

On the screen which appears, enter the following:

[?] 1. Starting label #
[?] 2. Ending label #

Enter the range of label numbers for which to print the list. Follow the screen instructions.

3. Start each format on separate page ?

Answer **Y** to begin each format on a new page. Otherwise, answer **N**.

Testing Label Layouts

Use this selection to test your label layout. It will print a "test" label, substituting "X's" for each field that you have selected to print on the label.

For example, if you have selected the "Item number" field to appear in row 1 at column 12, and to print its full length of 15 characters, the test label will have XXXXXXXXXXXXXXX printed on row 1, starting at column 12.

Select *Test* from the *Item labels* menu.

On the screen which appears, enter the number of the label layout to test or use the option:

Option: **[F1]** to scan through the label layouts on file

Mount your label form sheet on the printer and follow the screen instructions to print a test label form.

Adjust your label layout as necessary and repeat the test until you are satisfied with the appearance of your labels.

Copying Label Layouts

This selection copies a label layout to a new one.

You can use this selection to rapidly produce a new label layout by copying an existing layout which is similar to the new one. After copying the label, tailor the new layout as described in the section above, titled Modifying Fields.

Select *Copy* from the *Item labels* menu.

On the screen which appears, enter the following information:

[?] 1. Copy from layout #

Enter the number of the layout you wish to copy or use the option:

Option: **[F1]** to scan through the layouts on file

2. Copy to layout #

Enter the number to assign to the new layout.

The layout is then copied. A message informs you that processing is occurring.

Printing Labels

This selection allows you to print a set of labels for some or all items, in order by item number, by item description, or by item location.

You may also restrict the printing to labels for items associated with one inventory account, one vendor, one product category, one product sub-category, or one warehouse.

Select *Print item labels* from the *Items* menu on the first page of the Inventory main menu.

On the screen which appears, enter the following information:

Label format to print

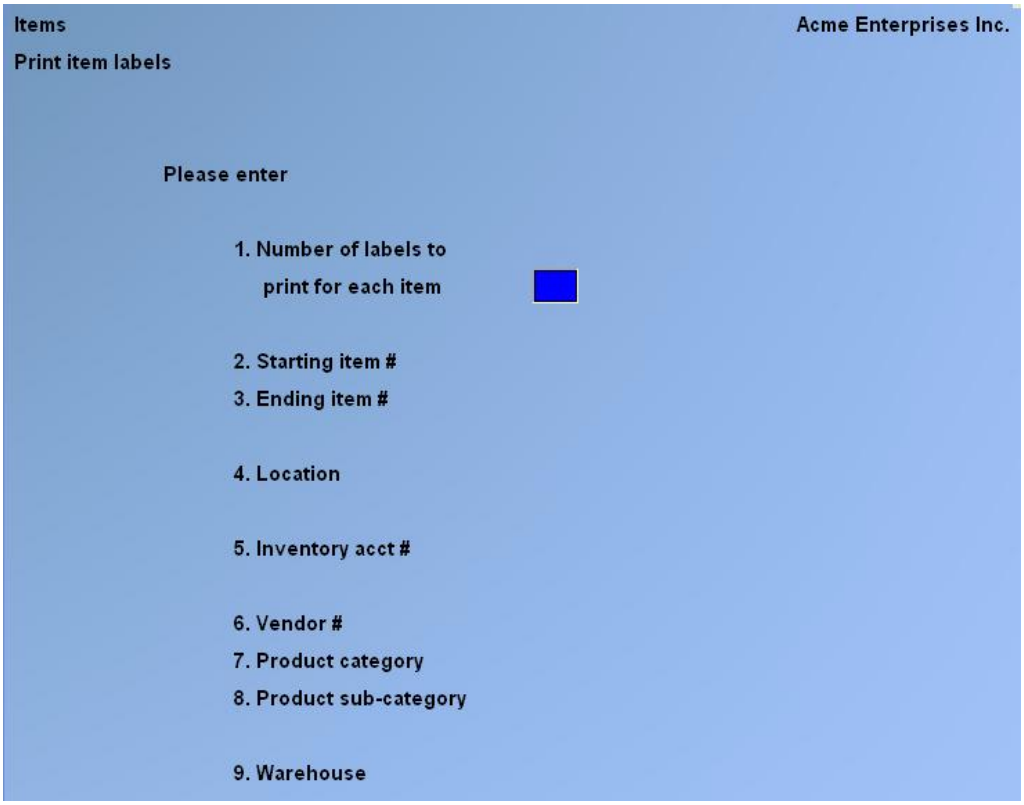
Enter the label layout to use in printing labels, or use the option:

Option: **[F1]** for the next label format on file

Label print order

Enter **I** to print the labels in order by item, **D** to print by item description, or **L** to print by location.

When **[Enter]** is pressed at "Any change ?", you then see:



If you are not using multi-warehousing, field number 9 ("Warehouse") does not appear.

Enter the following information:

1. Number of labels to print for each item

Enter the number of labels you wish to print for each item.

The appearance of the rest of the screen depends on the order in which you chose to

print the labels.

Labels in Item Number or Description Order

(Printing labels in location order is covered later in this chapter.)

If you specified to print the labels in item order, field numbers 2 and 3 display as follows:

[?] 2. Starting item #
[?] 3. Ending item #

Enter the range of items to print. Follow the screen instructions.

If you specified to print the labels in description order, field numbers 2 and 3 display as follows:

2. Starting description
3. Ending description

Enter the range of item descriptions for which to print labels. Follow the screen instructions.

The remaining fields display the same for labels in order by item or description.

4. Location

Enter the location (bin, etc.) of the items for which to print labels, or use the option:

Option: **[F1]** For "All" locations

[?] 5. Inventory acct #

Enter the inventory account number for the items to be printed, or use one of the options:

Options: **[F1]** for the default inventory account from the Inventory Control file

[F2] To scan through the other inventory accounts on file

[Enter] For "All" inventory accounts on file

6. Vendor #

Enter the vendor number for the items to be printed, or use the option:

Option: **[F1]** For "All" vendors

[?] 7. Product category

Enter the product category for the items to be printed, or use the option:

Option: **[F1]** For "All" product categories

8. Product sub-category

Enter the product sub-category for the items to be printed, or use the option:

Option: **[F1]** For "All" product sub-categories

9. Effective sale date

(This field displays only if you have specified to print a label format which includes the "Sale price" field.)

Enter the effective date for the sale prices to be printed. Sale prices which are in effect on that date are printed on the item labels.

[?] 10. Warehouse

(This field appears only if you are using multi-warehousing.)

Enter the warehouse code for the items for which labels are to be printed.

Labels in Location Order

If you specified to print the labels in location order, field numbers 2 through 10 display as follows:

2. Starting location
3. Ending location

Enter the range of locations for the items to be printed. Follow the screen instructions.

4. Starting item #
5. Ending item #

Enter the range of items to print. Follow the screen instructions.

[?] 6. Inventory acct #
[?] 7. Vendor #
[?] 8. Product category
[?] 9. Product sub-category
[?] 10. Warehouse (or effective sale price)

Enter these fields exactly as described above for labels printed in item or description order.

Chapter 60

Close a Period

Use this selection to clear the period-to-date fields in the Item file and Status file. Specifically, the quantities or amounts in the following fields will be set to zero:

- Quantity sold PTD
- Quantity used PTD
- Quantity returned PTD
- Sales PTD
- Costs PTD

Additionally, if prior period information is being retained in the Status file, this PTD information is transferred to the most recent "prior period". If necessary, the information is removed from the oldest period.

You may also clear the year-to-date fields as explained below.

Close a period is not an accounting function. Its purpose is only to allow you to accumulate historical information by period.

Prior to running this selection, you should ensure that you have posted all inventory transactions for the current period. Then you should print all needed inventory reports and any sales analysis reports (if you are using Sales Analysis) in order to obtain a permanent record of the final period-to-date figures (and corresponding year-to-date figures) for your inventory items.

The term period as used here may either be your accounting period, or you may choose a longer or shorter time. For example, you could run this selection and close I/C each week. In this case, the period-to-date figures on the inventory and sales

analysis reports would be weekly figures. Alternatively, you could close I/C once a quarter, in which case the period-to-date figures would be quarterly figures.

You may define your period in I/C as your accounting period or some other time period. Closing a period in I/C has no effect on General Ledger. The interface between I/C and G/L is through the G/L *Get distributions* selection, described in the G/L User Manual. Also see the chapter in this user manual titled *Distributions to G/L Report*.

The current period in I/C is determined by the "Current period end date" in *Control information*. If you post inventory transactions which are dated after this date, they will not appear in the period-to-date totals. Instead, they are added to a hidden "next period" field.

When this selection is run, the following occurs:

1. The period being closed becomes the most recent prior period. If necessary, the oldest prior period information is removed.

2. Any amounts stored in the hidden "next period" fields are moved into the period-to-date fields, so that the period-to-date fields are now accurate for the new period.

3. The current period ending date in the I/C Control file is set to the ending date of the new period.

4. If this is not the end of the year, any amounts in the hidden "next period" fields are added to the year-to-date amounts.

5. If this is the end of the year, the year-to-date amounts are set equal to any amounts in the hidden "next period" fields.

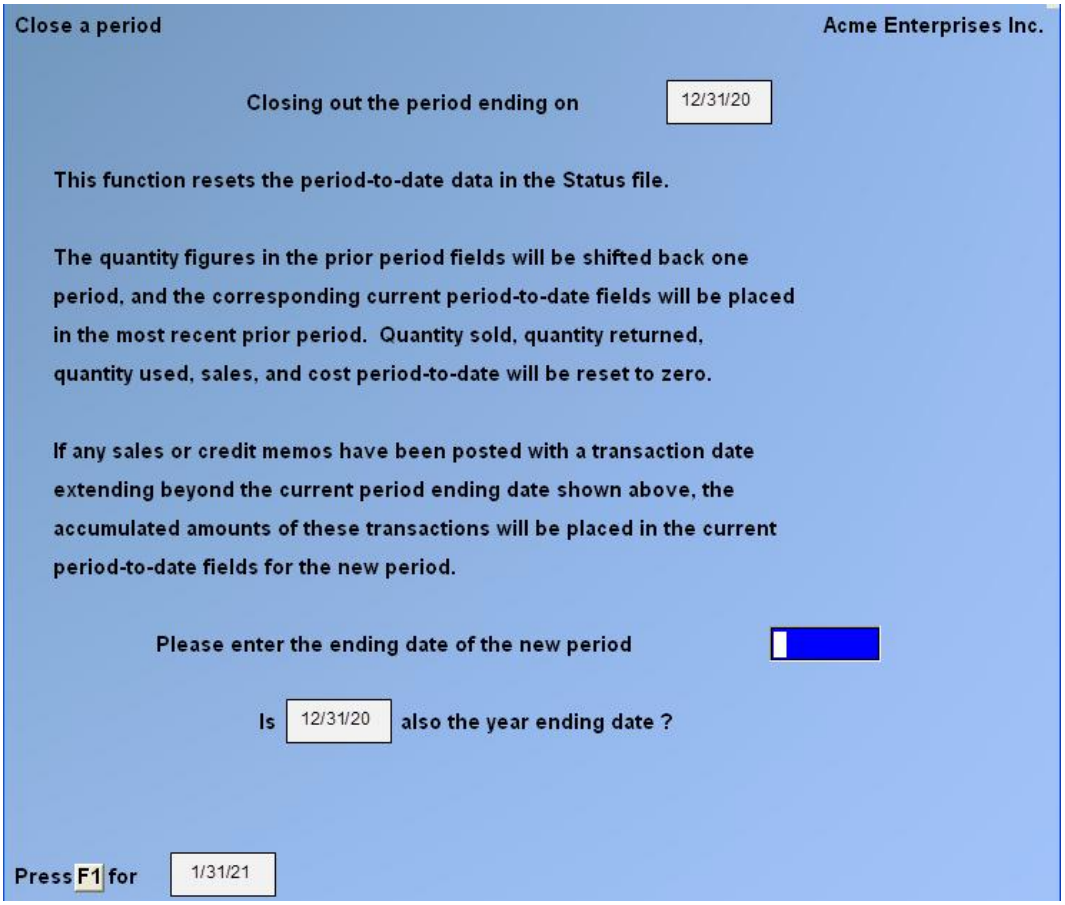
6. The hidden "next period" fields are set to zero.

7. Average quantity on hand is calculated for each item at each warehouse at which it is stocked. (See the chapter titled Control Information for more information on the calculation.)

To Begin

From page 2 of the I/C menu, select *Close a period*.

You then see:


Close a period
Acme Enterprises Inc.
Closing out the period ending on
12/31/20
This function resets the period-to-date data in the Status file.
The quantity figures in the prior period fields will be shifted back one period, and the corresponding current period-to-date fields will be placed in the most recent prior period. Quantity sold, quantity returned, quantity used, sales, and cost period-to-date will be reset to zero.
If any sales or credit memos have been posted with a transaction date extending beyond the current period ending date shown above, the accumulated amounts of these transactions will be placed in the current period-to-date fields for the new period.
Please enter the ending date of the new period
Is
12/31/20
also the year ending date ?
Press F1 for
1/31/21

Enter the ending date of the new period.

If the period is the last period in your accounting year, answer **Y** to "Is (date) also the year ending date ?". Otherwise, answer **N**.

Make sure that all accounting operations and printing of reports have been carried out before you proceed.

If you are using Sales Analysis, the sales analysis reports should be run before running *Close a period*, because information needed for these reports will be cleared by running this selection.

When using the examples in this manual as an instructional tool, and you are using Sales Analysis, skip this function and follow the examples listed in the Sales Analysis User Manual. Then return to the Inventory Plus User Manual to run *Close a period*.

After you answer **Y** to "Are you sure ?", the period-to-date fields, average quantity on hand field, and prior period fields are updated as described at the beginning of this chapter.

Chapter 61

Purge Serial Numbers

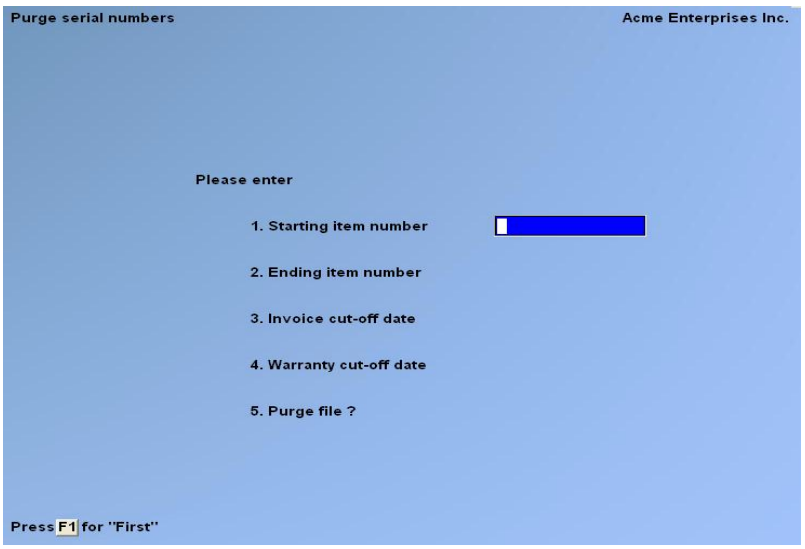
Use this selection to purge (remove) sold serial numbers from the Serial file, and to print a report showing the serial numbers that will be purged from the file.

A purge should be run as necessary to conserve disk space. (Disk space is not regained unless records are physically removed by running the *File Utilities* selection to "rebuild" the Serial file. Refer to Appendix B for more information.)

To Begin

From page 2 of the I/C menu, select *Purge serial numbers*.

The screen displays as follows:



Enter the information as follows:

[?] 1. Starting item number
[?] 2. Ending item number

Enter the range of item numbers of the serialized items to be included in the purge. Follow the screen instructions.

Only sold serial numbers in the specified range of item numbers are purged.

3. Invoice cut-off date

Enter the last invoice date for which sold serial numbers are to be purged, or use the option:

Option: **[Enter]** to use the current date

All sold serial numbers with invoice dates after the cut-off date entered here are left on file.

4. Warranty cut-off date

Enter the last warranty date for which sold serial numbers are to be purged, or use the option:

Option: **[Enter]** to use the current date

Sold serial numbers are left on file if either warranty 1 or warranty 2 are after the cut-off date entered here.

5. Purge file ?

Answer **Y** if you want to have the sold serial numbers purged from the Serial file. The Serial File Purge Audit List prints automatically if you answer **Y**.

Answer **N** if you wish to print a report and examine the serial numbers before they are purged. The Serial File Purge Review List is printed and no purging takes place.

The Serial File Purge Review List is printed, showing detailed information on every serial number that would be removed from the file.

If you answered **Y** to "Purge file ?", the program then purges from the Serial file all sold serial numbers with invoice dates and warranty dates that are dated before the respective cut-off dates for the specified range of item numbers.

If you are using Kits Plus, when serial numbers are purged for a parent item, any associated tracked component information is also purged.

Chapter 62

Data Integrity Check

This selection verifies the accuracy of data in your files and prints a report.

It should be run after initial setup of your Inventory system. This will set the initial integrity values. You may also run this selection at any time.

You should be sure that no one else is using your Samco software when you run this selection so that the results will be valid.

As transactions are entered and processed, their amounts are added together and the totals recorded in the Inventory Control file, not visible to you. These totals are the "calculated" values expected in the data files.

When *Data integrity check* is run, the "actual" amount of information in the data files is totalled, and the "actual" and "calculated" amounts are compared on the report.

The "actual" and "calculated" amounts should always be equal. A difference between the two indicates that an unexpected error has occurred.

Such errors could include:

- Hardware failures
- Turning off or rebooting the machine while processing is occurring. (Never do this intentionally.)
- Power surges due to electrical storms.
- Reloading, restoring, or initializing of files without including the Inventory Control file (or vice versa)

If a difference is noted between the actual and calculated amounts, you will be asked if you wish to reset the calculated amount to match the actual amount. If you answer **Y**, the calculated amount will then be set equal to the actual amount. This does not mean the problem is fixed, only that the amounts are now equal, and future problems can be more easily located.

To Begin

From page 2 of the Inventory menu, select *Data integrity check*.

The Data Integrity Check Report then prints.

If any of the calculated values do not match the actual, you then see a message regarding the difference, and you are asked if you want to reset the calculated values.

If you answer **Y**, the calculated amounts (values) are changed to be equal to the actual amounts (values). If you answer **N**, the calculated amounts are not changed.

NOTE: The length of time required to run this report depends on the number of item and status records on file.

Chapter 63

Status Load/unload

This chapter describes the *Status load* selection. Because an inventory can contain several thousand items, this selection is provided as an alternative method of loading a large number of status records very quickly.

Status load is of primary benefit to a company with multiple warehouses. If a company were to add an additional warehouse, *Status load* would rapidly do a partial set-up for that warehouse.

This selection can also be used by companies which do not use multiple warehouses, although the benefit is more limited.

For single warehouse companies, a check is made of each item record to ensure that a status record is present for it. If the status record does not exist, a record will be created. All quantities and amounts in any new status records will be set to zero.

For multi-warehouse companies, a check is made of each item within a range of items or item descriptions which you specify. When an item in this range is found, a check is made to see if a status record exists for the warehouse you specified. If the status record is not found, a record will be created with all quantities and amounts set to zero.

For either single or multi-warehouse companies, an additional option exists which allows you to add location codes for each new status record.

When you select this option, you must remain at your computer terminal while this selection is running. When a new status record is being created, you are asked for the location code which should be included in the status record.

If you choose not to assign location codes at the time when new status records are

being created, you can let the *Status load* selection run unattended.

After the load has been completed, use the *Status* selection to make any changes.

To Begin

For single warehousing

From page 2 of the Inventory menu, select *Status load*.

For single warehousing, you are prompted as follows:

> This function will check each inventory item to see if it has been included in the Status file.
>
> Any item not preciously included in the Status file will be loaded into it at this time.

Answer **Y** or press **[Enter]** to default to **N**. If you answer **N**, the I/C menu reappears. If you answer **Y**, you are asked if you wish to assign locations while loading.

If you answer **Y**, you must remain at the computer terminal while the selection is running. If you answer **N**, you can let the selection run unattended.

While loading, a screen shows the load activity. You may use these options:

Options: **[F1]** To stop loading at any time

[F2] To resume loading

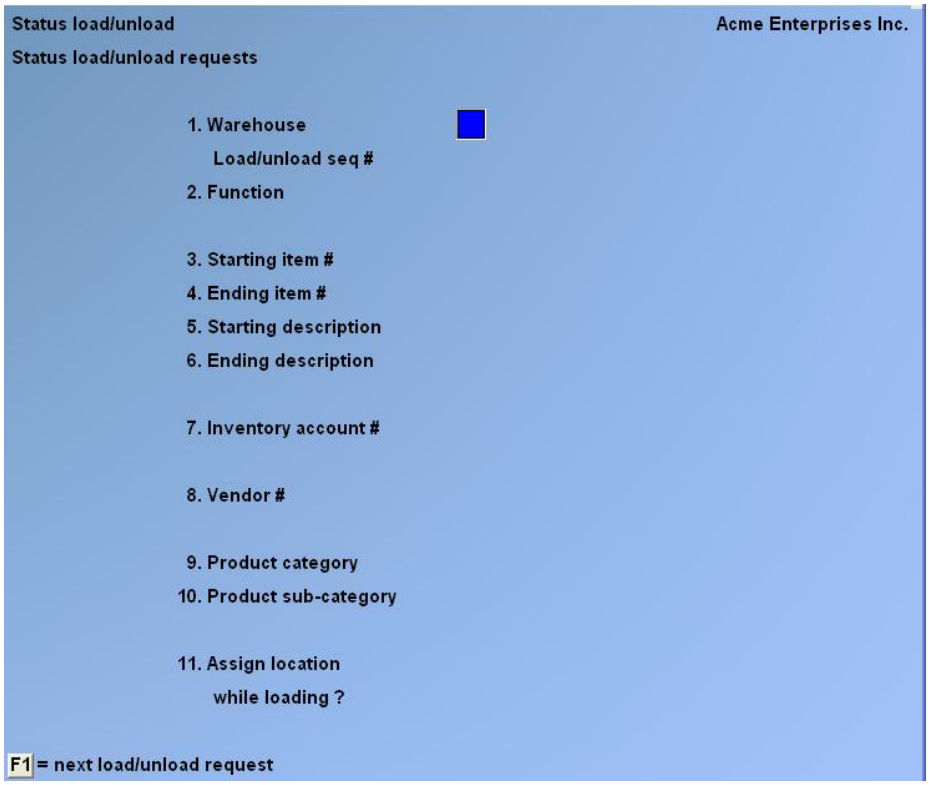
[Esc] To exit from loading

For multi-warehousing

From the *Status load* menu, select *Status load requests*.

Entering Status Load Requests

This screen appears:



From this screen, you can work with both new and existing status load requests.

Status load requests are identified by a load sequence number assigned when you originally enter the request. If a status load request with the warehouse or load sequence number you enter exists, the information on it appears and is available for changes or deletion.

This function also provides the user an alternative method of "unloading" or removing a large number of status records very quickly. A check is made of each item record to see if a status record exists for the warehouse that you specified. If a status record is found, it is deleted. When all status records for a warehouse have been deleted, you can then delete the warehouse if required.

Enter the information as follows:

[?] 1. Warehouse

For an existing status load request:

Enter the warehouse and load sequence number or use the option.

Option: **[F1]** To find the next status load request

For a new status load request:

Enter a warehouse code, or use the option.

Option: **[Enter]** To designate the "Central" warehouse

The warehouse code must have been defined previously using *Warehouses*.

Load sequence #

Enter the sequence in which this load request will be used to load items (in relation to other load requests you may have entered for this warehouse).

On subsequent load requests, you may either enter another number or use the option:

Option: **[Enter]** to use the default number shown (1 greater than the preceding load sequence number)

You can specify the range of the items to be loaded as being either from a starting to an ending item number, or from a starting to an ending item description.

To specify a range of item numbers:

Enter the starting and ending item numbers, then press **[F1]** in the "Starting description" and "Ending description" fields to leave the description range wide open.

To specify a range of item descriptions:

Press **[F1]** in the "Starting item #" and "Ending item #" fields to set them to "First" and "Last". This leaves the item number range wide open. You can then narrow down the range by specifying a starting and ending item description.

2. Function

To load a group of item status enter [**L**]; to unload item status for a group of items enter [**U**]

[?] 3. Starting item #
[?] 4. Ending item #

Specify the range of item numbers for which you wish to load status records. See the discussion above.

5. Starting description
6. Ending description
Specify the range of item descriptions for which you wish to load status records. See the discussion above.

[?] 7. Inventory account #

Enter the inventory account for which to load item status records, or use the option:

Option: **[F1]** For the default inventory account

[F2] To scan through the inventory accounts on file

[Enter] To load item status for "All" inventory accounts

[?] 8. Vendor #

Enter the vendor number to load item status records for only one vendor, or use the option:

Option: **[F1]** To include "All" vendors

[?] 9. Product category

Enter the product category to load item status records for only one product category, or use the option:

Option: **[F1]** To include "All" product categories

[?] 10. Product sub-category

Enter the product sub-category to load item status records for only one product sub-category, or use the option:

Option: **[F1]** To include "All" product sub-categories

11. Assign location while loading ?

When the function is Unload, this field is not applicable.

Answer **Y** or **N**. If you answer **N**, *Status load* will run unattended and the location codes will be left blank. If you answer **Y**, you are asked for a location code before each new status record is added.

Printing a List of Load Requests

From the *Status load* menu, select *Load requests list*.

Run Status load/unload

From the *Status load* menu, select *Status load/unload*.

A message displays, asking whether it is OK to load/unload the status information specified above into the Status file.

Answer **Y**, or press **[Enter]** to default to **N**. If you answer **Y**, the Status file is loaded or unloaded based on the status information you specified.

While loading/unloading, a screen displays, showing the activity. You may use these options:

Options: **[F1]** to stop loading/unloading at any time

[F2] To resume loading/unloading

[Esc] To exit from loading/unloading

Building business and technology relationships.

Chapter 64

X Export Printer Reports

Reports available:

- Price list by Contract Price
- Price list by Sale Price
- Material requirements
- Price List-sale type report
- Physical count worksheet
- Item Barcode
- Stock Status
- Kit listing
- Kit transaction Edit list
- Items by item # listing
- Distributions to GL
- Item History Report
- Rental History Report
- Rented items Report
- Rental units
- Inventory status by item number
- Inventory status by item description
- Price List
- Valuation report

Printing reports to an export file

Due to popular demand, there are now a number of reports that you can print to the 'X' Export printer and we keep adding more.

In order to open reports printed to the 'X' printer, the user must have access to their local directory. If you are a Thin Client® user, you must identify the directory in **SYSTEM FUNCTIONS → COMPANY DATA. The default is C:\SSIDOCS\.**

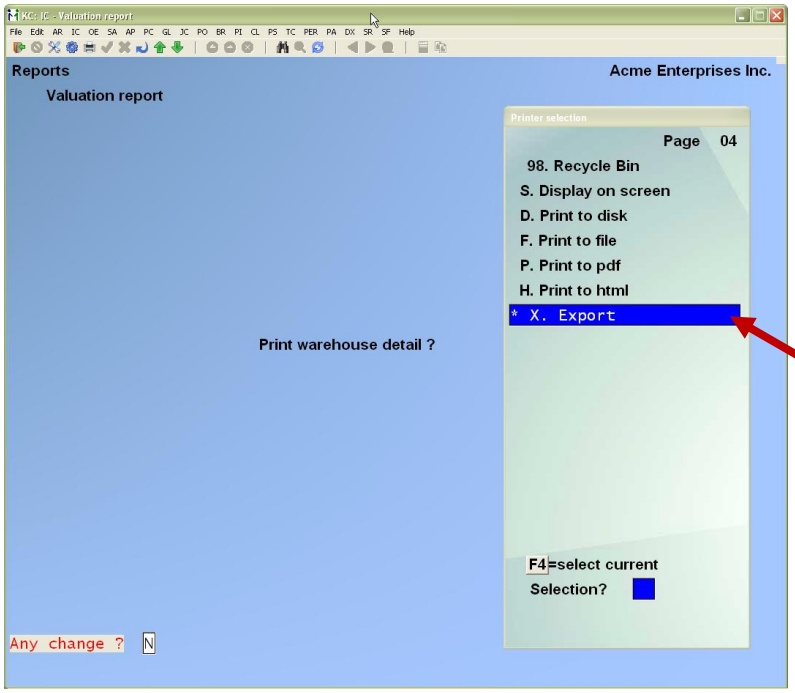
Each report printed to the 'X' printer is assigned a default file name. After you select the 'X' printer, a pop-up window will prompt [F1] **to accept the default filename displayed or enter your own filename. Remember to assign a unique filename to each report that you wish to keep as filenames can be reused and the**

data over-written.

Note: A report printed to disk cannot be later printed to the 'X' printer.

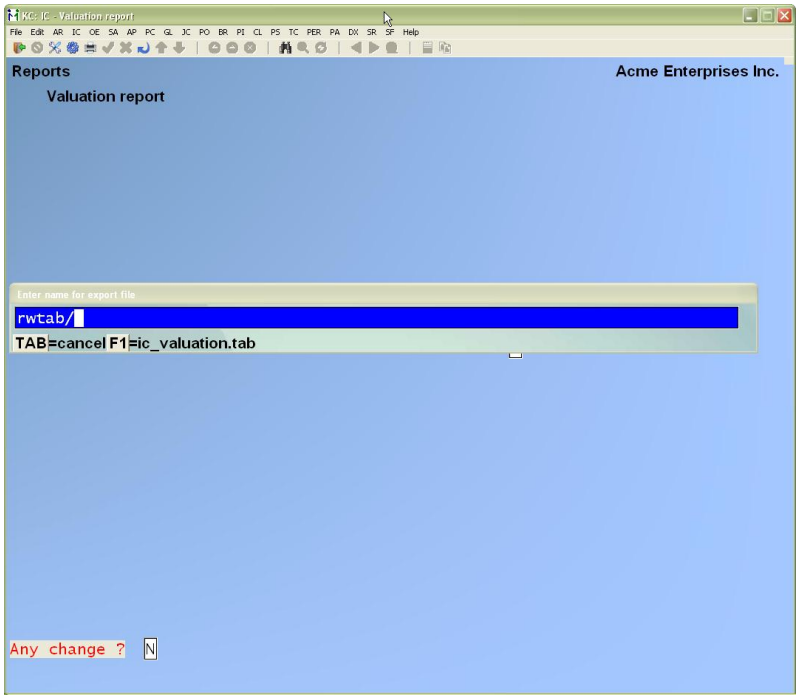
The first time that you select the 'X' Export "printer" from the pop-up Printer Selection window, the system may prompt you to identify which program should be used to open the file. The export files are designed to be opened with Excel. However, they can be opened with any software that can access tab delimited files (e.g. Windows, Thin Client®).

Please note that there may be a delay between the time the report has 'finished printing' and the time the Excel worksheet opens. This delay is dependent upon your system activity levels.



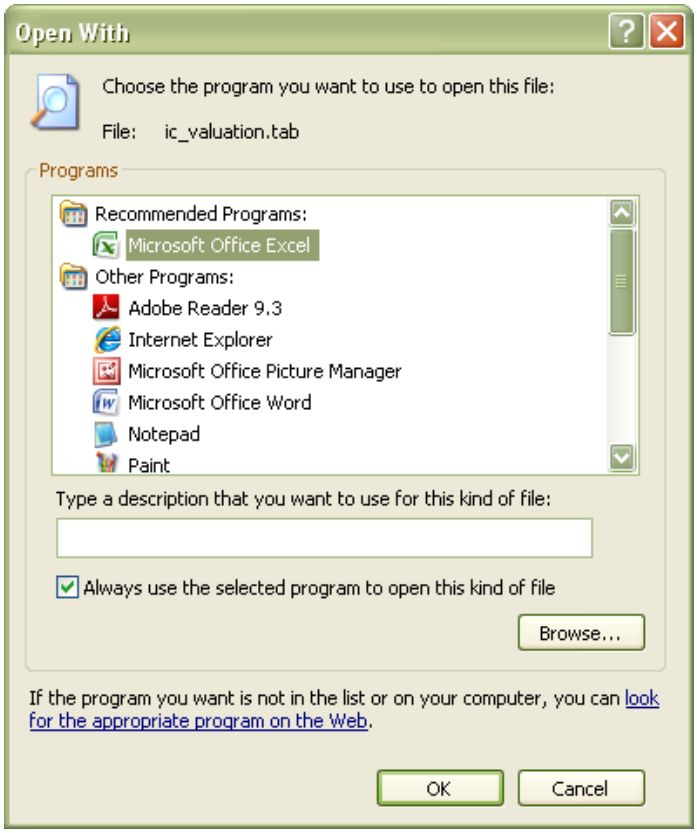
Enter the parameters for your report as you normally do.

When the Printer selection popup window is displayed, select the 'X' printer.

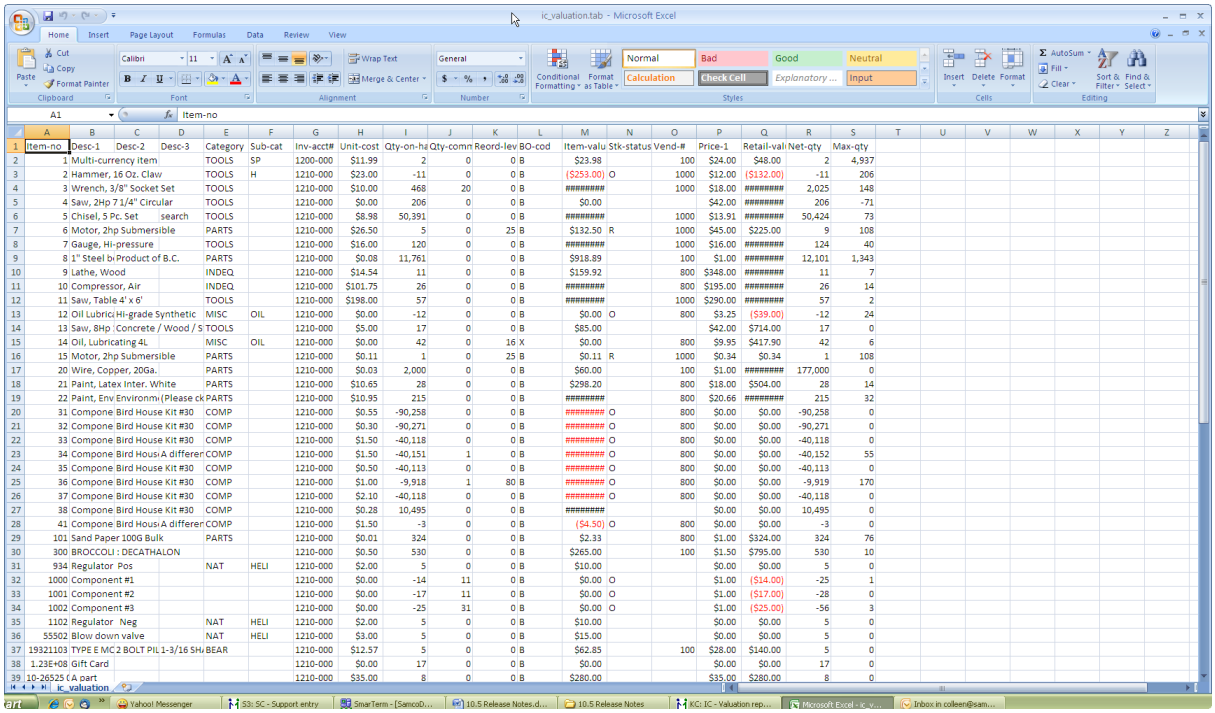


Follow the system prompts to cancel the report request or accept the default file name
OR
Type a new file name.

If prompted, select the program that Windows is to use to open your Xport file(s).

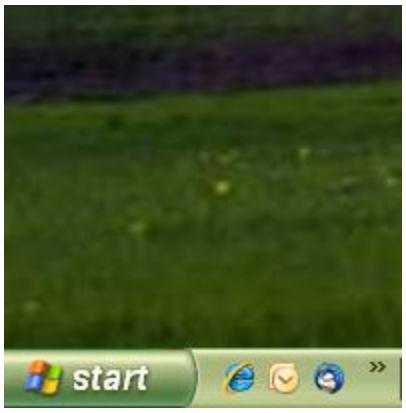

Open With
Choose the program you want to use to open this file:
File: ic_valuation.tab
Programs
Recommended Programs:
Microsoft Office Excel
Other Programs:
Adobe Reader 9.3
Internet Explorer
Microsoft Office Picture Manager
Microsoft Office Word
Notepad
Paint
Type a description that you want to use for this kind of file:
Always use the selected program to open this kind of file
Browse...
If the program you want is not in the list or on your computer, you can look for the appropriate program on the Web.
OK
Cancel

Windows or Thin Client® will open the export file using the program that you selected. The following example is from Excel 2007.

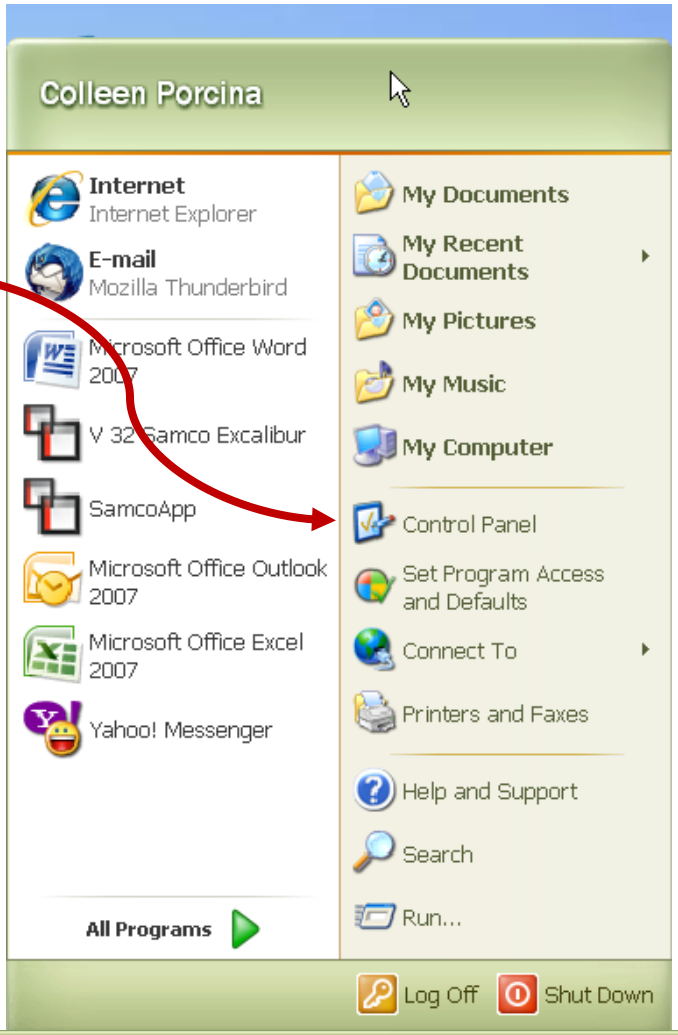


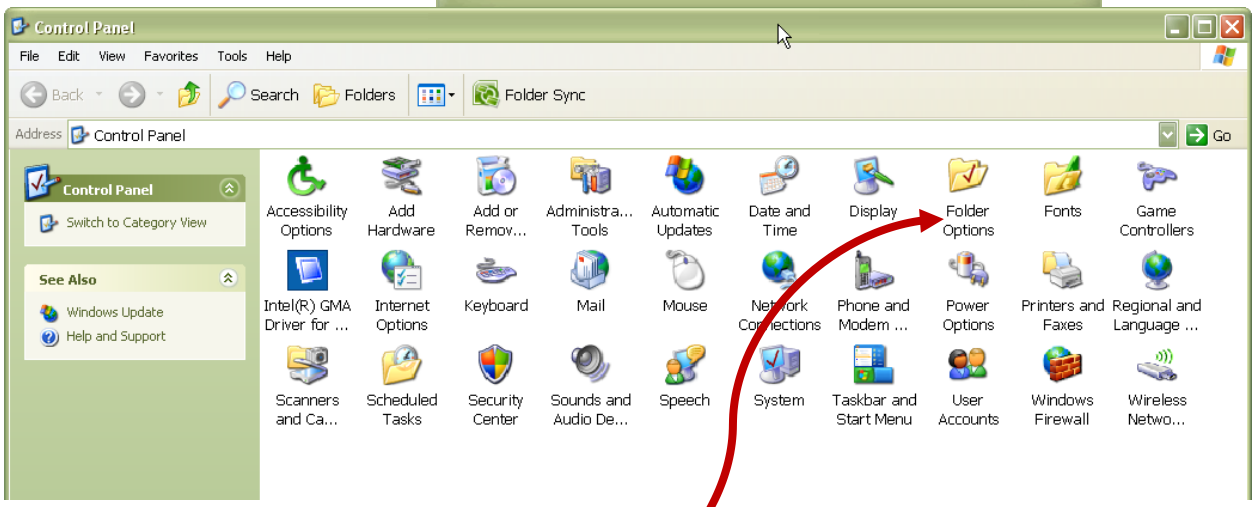
How to set the default for opening a SAMCO .tab file in Windows XP

1. Begin by clicking on *start*



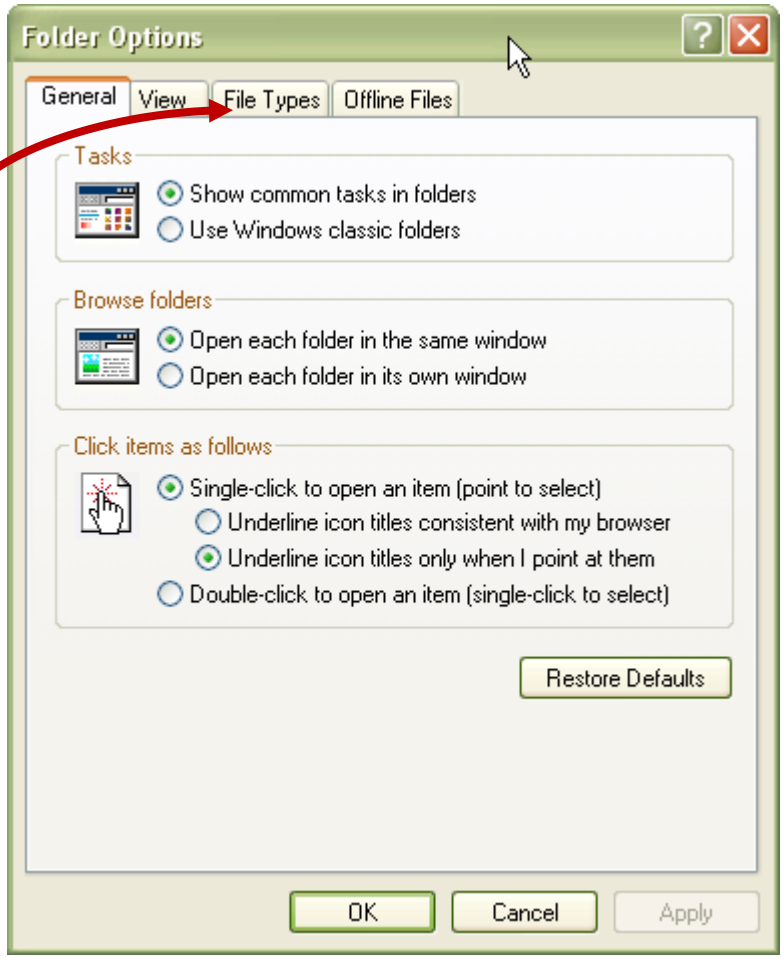
2. Click on the *Control Panel* icon



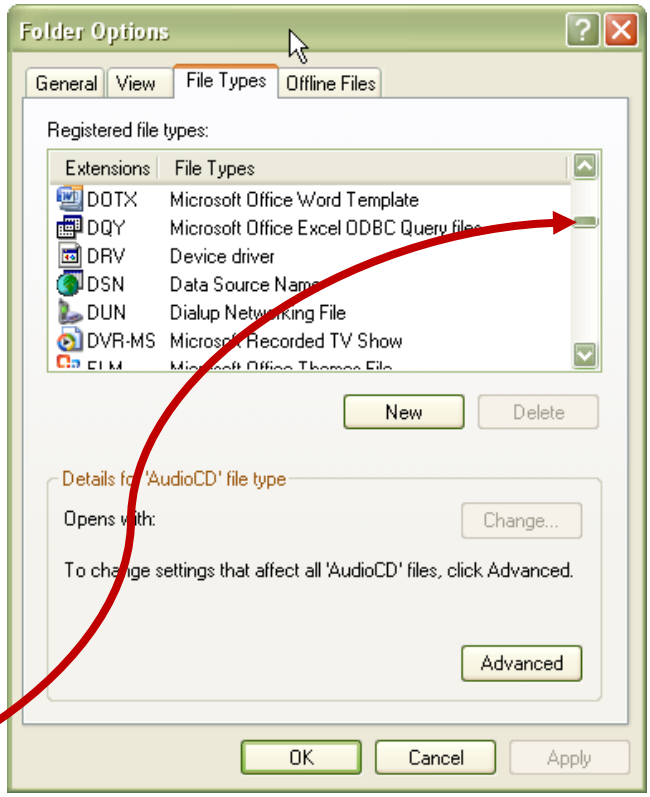


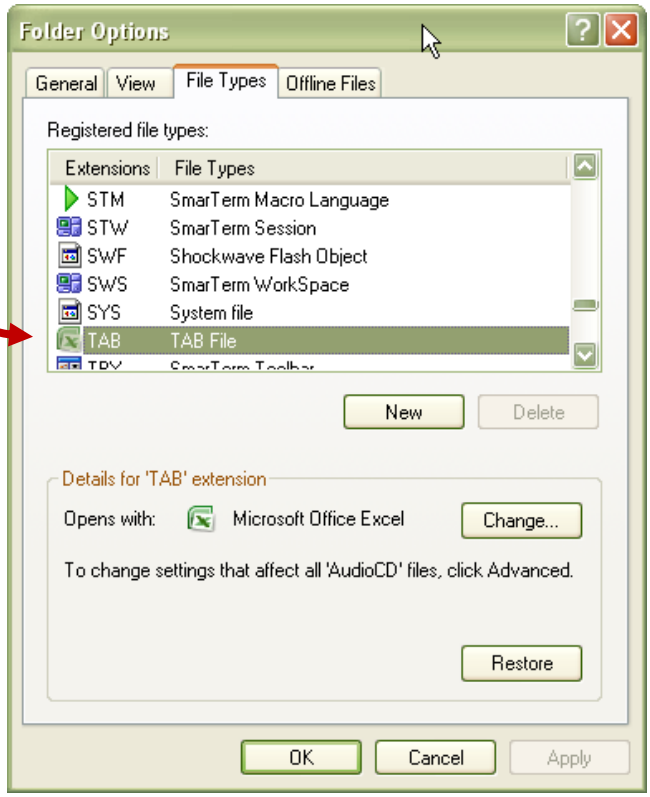
3. Click on the *Folder Options* icon

4. Click on the *File Types* tab

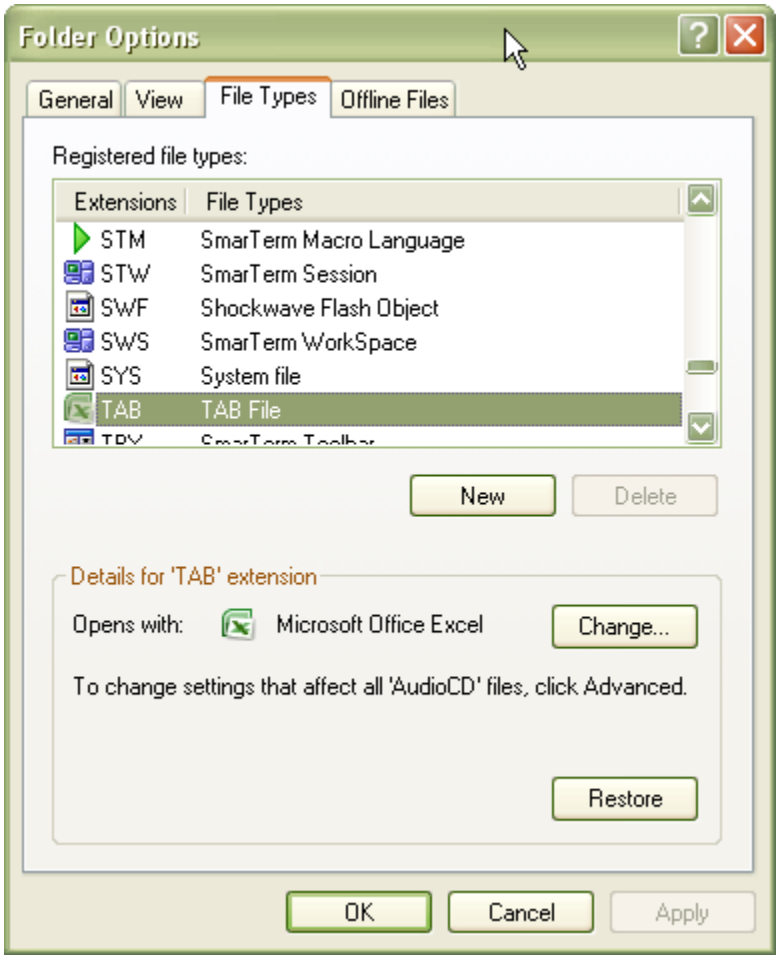


5. Drag the scroll bar
To TAB
OR
Type TAB
to jump to it.





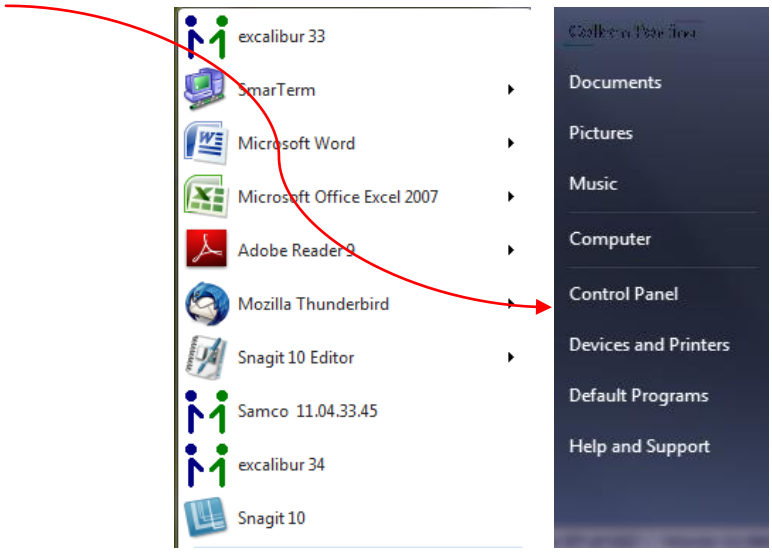
6. Click Delete to remove the file type
   OR
   Click Change to change the default for *Opens with*



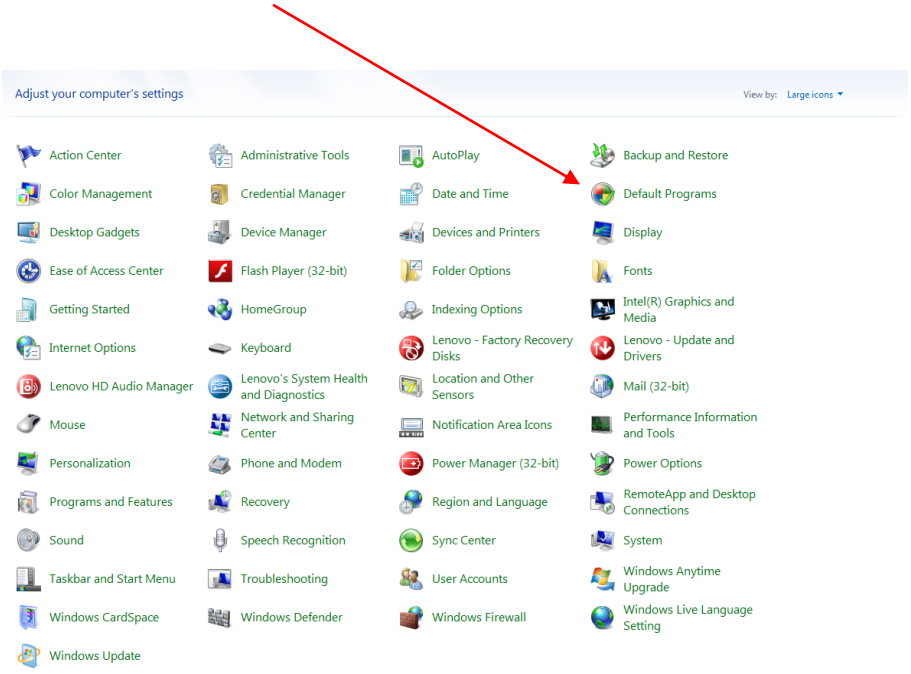
How to set the default for opening a SAMCO .tab file in Windows 7

1. Begin by clicking on the *Windows* icon

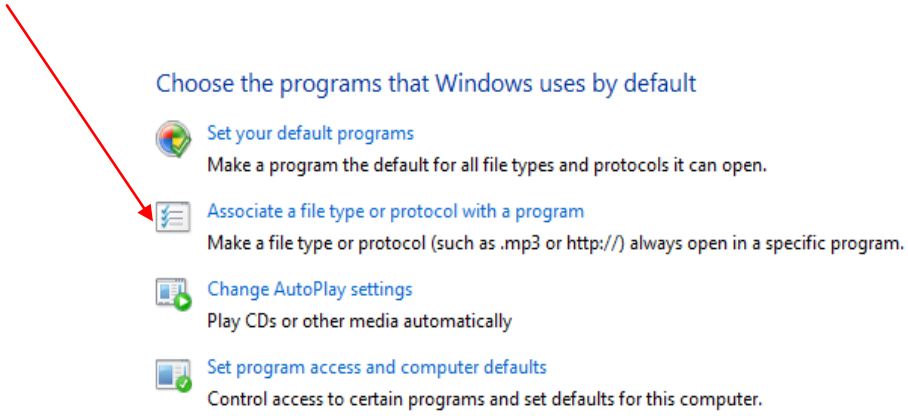
2. Click on *Control Panel*



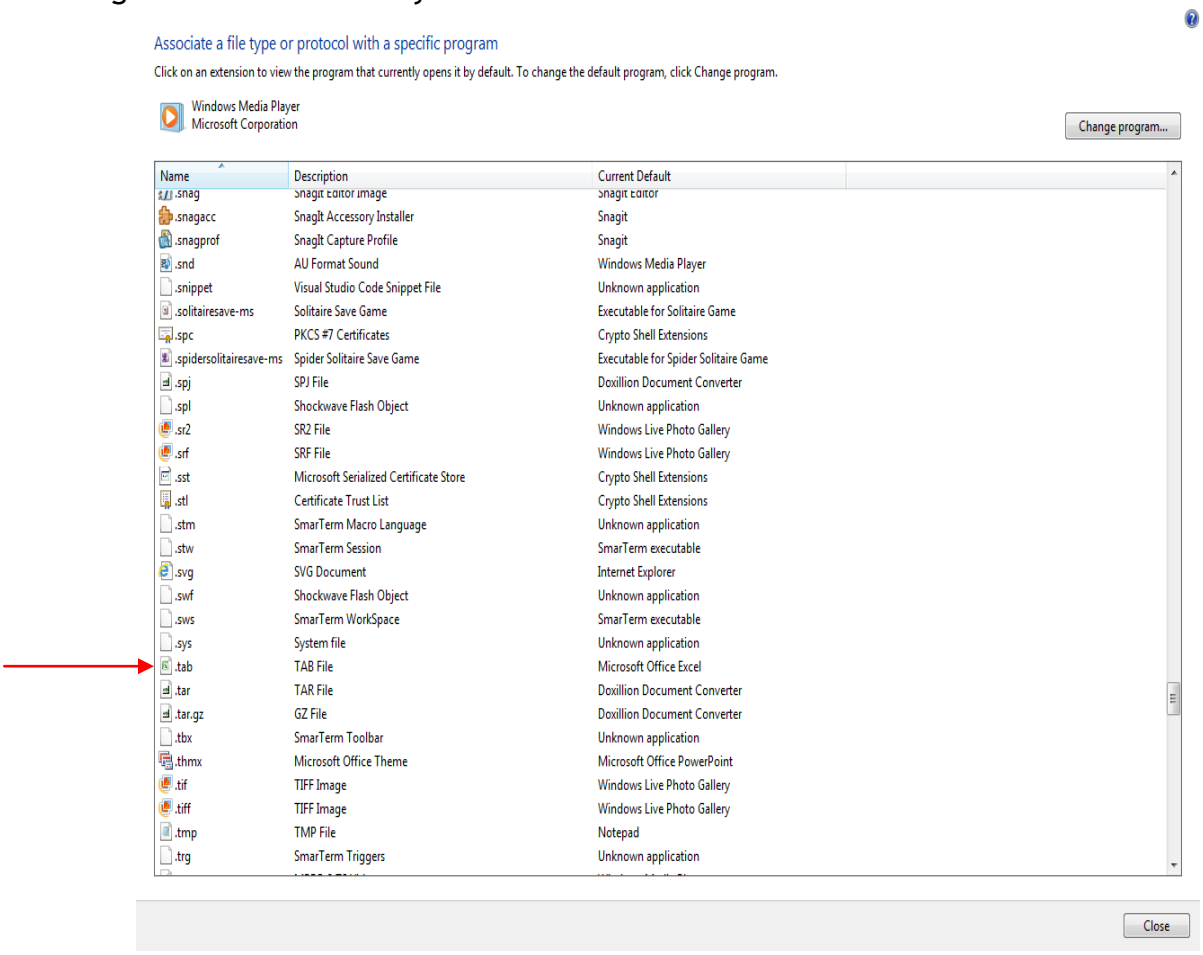
3. Click on the *Default Programs* icon



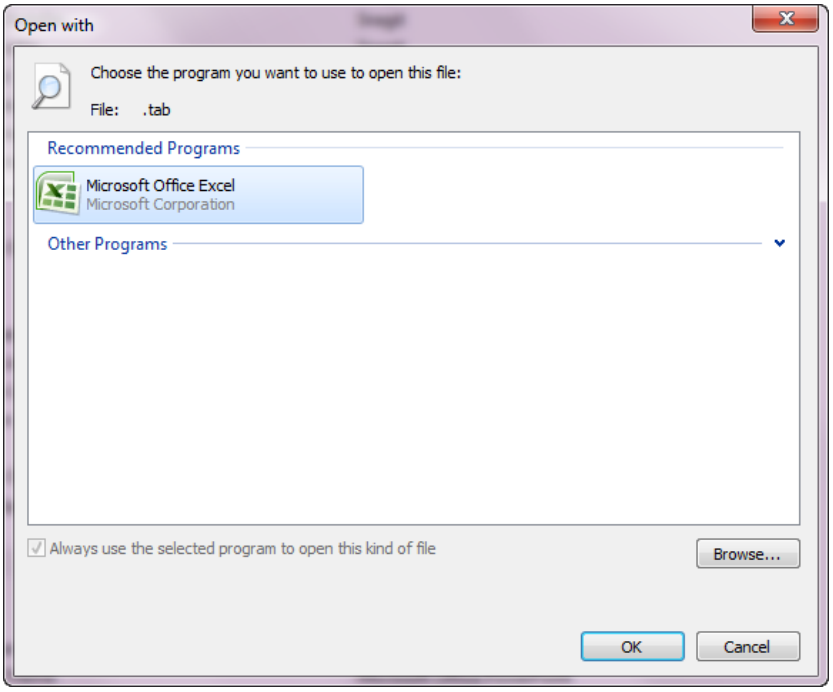
4. Click on *Associate a file type or protocol with a program*


Choose the programs that Windows uses by default
Set your default programs
Make a program the default for all file types and protocols it can open.
Associate a file type or protocol with a program
Make a file type or protocol (such as .mp3 or http://) always open in a specific program.
Change AutoPlay settings
Play CDs or other media automatically
Set program access and computer defaults
Control access to certain programs and set defaults for this computer.

5. Drag the scroll bar until you see *.tab TAB File*



6. Click on the .tab line and then choose the program you want to use to open .tab files.


Open with
Choose the program you want to use to open this file:
File: .tab
Recommended Programs
Microsoft Office Excel
Microsoft Corporation
Other Programs
Always use the selected program to open this kind of file
Browse...
OK
Cancel

Building business and technology relationships.

Appendix “A“

Initializing Data Files

"Initialize" means to create a new data file. When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created. This appendix also describes the functions of each of the files you can initialize.

This function allows you to initialize one or more data files. You probably won't need to initialize data files very often, if ever. But this function is included just in case.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions (see the appendix titled *File Utilities* on rebuilding corrupted data files).

CAUTION

DO NOT USE THIS FUNCTION UNLESS YOU REALLY WANT TO INITIALIZE A DATA FILE. ANY DATA FILE INITIALIZED WILL HAVE ITS INFORMATION COMPLETELY ERASED.

To Begin

Log into your Samco top-level directory and type:

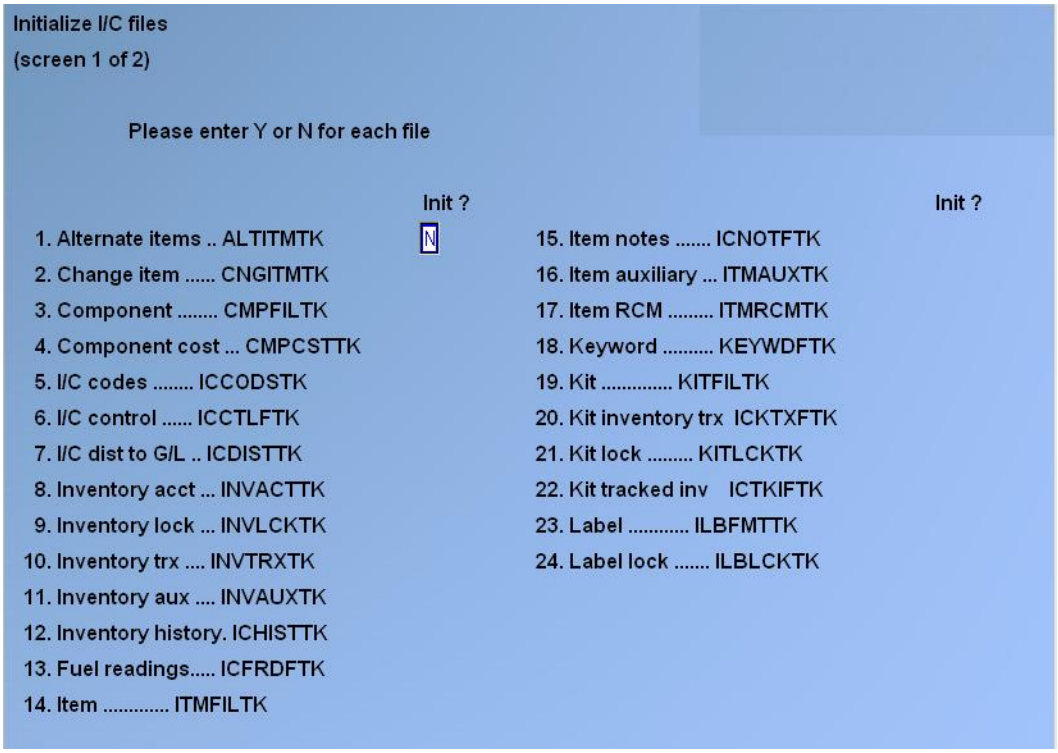
ICINIT

NOTE: If you are running under Xenix/Unix/HPUX/AIX or a similar operating system, login as root / super user, and replace the above command with:

./ICINIT

Enter the company ID you wish to initialize Inventory data files for.

You will then see a screen similar to this:


Initialize I/C files
(screen 1 of 2)
Please enter Y or N for each file
Init ?
1. Alternate items .. ALTITMTK
N
2. Change item ..... CNGITMTK
3. Component ..... CMPFILTK
4. Component cost ... CMPCSTTK
5. I/C codes ..... ICCODSTK
6. I/C control ..... ICCTLFTK
7. I/C dist to G/L .. ICDISTTK
8. Inventory acct ... INVACTTK
9. Inventory lock ... INVLCKTK
10. Inventory trx .... INVTRXTK
11. Inventory aux .... INVAUXTK
12. Inventory history. ICHISTTK
13. Fuel readings..... ICFRDFTK
14. Item ..... ITMFILTK
Init ?
15. Item notes ..... ICNOTFTK
16. Item auxiliary ... ITMAUXTK
17. Item RCM ..... ITMRCMTK
18. Keyword ..... KEYWDFTK
19. Kit ..... KITFILTK
20. Kit inventory trx ICKTXFTK
21. Kit lock ..... KITLCKTK
22. Kit tracked inv ICTKIFTK
23. Label ..... ILBFMTTK
24. Label lock ..... ILBLCKTK

Answer **Y** for each file you want to initialize, **N** to not initialize a file.
(Please note that the numbering may be slightly different depending on the custom you have turned on in your software.)

1. Alternate Items file

This file contains alternate items you have defined for use with Point of Sale, Billing, or Professional Invoicing.

2. Change Item file

This is a log of the changes made to the Item file. It is needed only if the Change Log is used.

3. Component file

This file contains information for each kit component on a work order.

4. Component Cost file

This file contains cost information for each kit component on a work order.

5. I/C codes file

This file contains the pricing codes, commission codes, status codes etc.

6. I/C Control file

This file contains a number of parameters and default values. It also includes the control information for the Data Integrity Report, and saved formats for certain reports and import selections.

7. I/C Dist to G/L file

This file is used to generate the I/C Distribution to G/L Report and, if G/L is used, it is the input to the G/L interface program.

8. Inventory Acct file

This file contains all inventory accounts to which Inventory activity may be distributed.

9. Inventory Lock file

This file is used to protect the Inventory Transaction file.

10. Inventory Trx file

This file contains the transactions entered using *Inventory* (or which came from P/S, O/E, P/O, P/A, or P/I). The transactions remain in this file until removed during posting.

11. Inventory Aux file

This file is used to store additional inventory transaction detail not stored in the regular files. This information is the result of an enhancement made to the standard version by Samco.

12. Inventory history file

This file stores the item transaction history (when used).

13. Fuel readings

These files store the fuel pump reading information if the gas pump custom is on.

14. Item file

Each item of merchandise that is contained in inventory is identified in the Item file.

15. Item Notes file

This file contains one record for each item note you have entered.

16. Item Aux file

This file is used to store additional item detail not stored in the Item file, including tax exceptions and user defined fields. This information is the result of enhancements made to the standard version by Samco.

17. Item RCM file

Used by the *Publishers* extension for Inventory this file stores book/publication specific information.

18. Keyword file

This file contains the keywords for each item, as well as all bar code information.

19. Kit file

This file contains the definitions for each kit.

20. Kit inventory trx

This file contains the kit transactions entered using *Kit inventory*. The transactions remain in this file until removed during posting.

21. Kit lock file

This file is used to protect the Kit file.

22. Kit tracked inv

This file contains the information for component items that are tracked after being assembled. The component item information remains in this file until the parent item is purged.

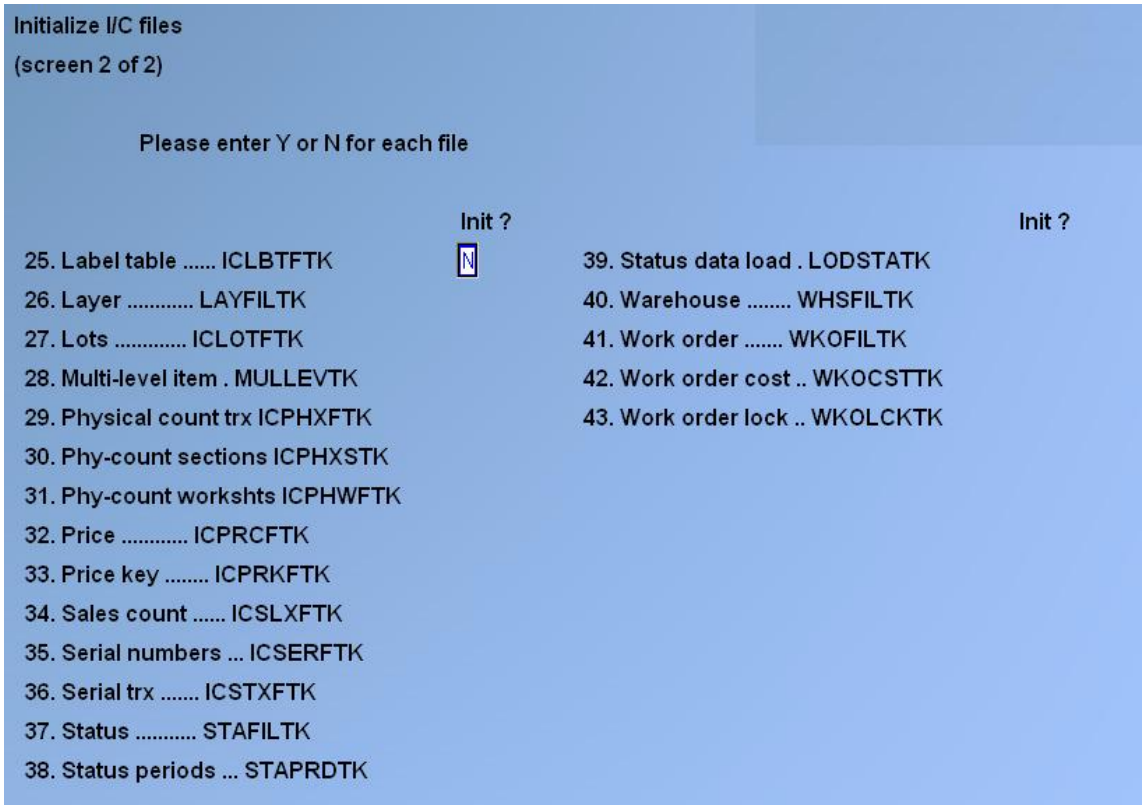
23. Label file

This file contains one record for each item label format that you set up.

24. Label Lock file

This file is used to protect the Label file.

After entering Y or N to all the files on the first screen, a second screen will appear:


Initialize I/C files
(screen 2 of 2)
Please enter Y or N for each file
Init ?
25. Label table ..... ICLBTFTK
N
26. Layer ..... LAYFILTK
27. Lots ..... ICLOTFTK
28. Multi-level item . MULLEVTK
29. Physical count trx ICPHXFTK
30. Phy-count sections ICPHXSTK
31. Phy-count workshts ICPHWFTK
32. Price ..... ICPRCFTK
33. Price key ..... ICPRKFTK
34. Sales count ..... ICSLXFTK
35. Serial numbers ... ICSERFTK
36. Serial trx ..... ICSTXFTK
37. Status ..... STAFILTK
38. Status periods ... STAPRDTK
Init ?
39. Status data load . LODSTATK
40. Warehouse ..... WHSFILTK
41. Work order ..... WKOFILTK
42. Work order cost .. WKOCSTTK
43. Work order lock .. WKOLCKTK

25. Label table

This file contains the label table.

26.Layer file

This file contains the LIFO/FIFO detail history records (layers).

27.Lots file

This file contains the lot information.

28. Multi-level item

This file contains the definitions for each master item.

29. Physical Count Trx file

This file contains the physical count transactions created using *Physical count*, when using the expanded physical count method. The transactions remain in this file until removed during the adjustment creation process.

30. Phys-count sections

This file contains the physical count sections, if that feature is used during *Physical count*.

31. Phys-count workshts

This file contains the physical count worksheets during *Physical count*.

32. Price file

This file contains all warehouse-specific prices, sale prices, and contract prices for items, as well as alternate selling unit information.

33. Price key

A secondary price file used to key warehouse sale prices by item and not warehouse.

34. Sales count

This file contains the beginning/end count transactions created using *Sales counts*. The transactions remain in this file until removed during the sales creation process.

35. Serial numbers

Each serial number associated with an inventory item is contained in this file, along with its related information. Lot numbers and historical detail for lot-detail items are also stored in this file.

36. Serial Trx file

This file contains serial transactions produced by entering inventory transactions for serialized items using *Inventory (or which came from P/S or O/E)*. It also contains transactions entered directly through *Serial numbers*. The serial transactions remain in this file until removed during the posting of the respective functions.

37. Status file

This file contains the records of quantities, costs, and prior period data for each item for each warehouse.

38. Status Periods file

This file is used to keep period-by-period history of sales, returns, costs, and used for each item's status record.

39. Status Data Load file

This file contains the load requests entered using *Status file load*.

40. Warehouse file

This file contains the warehouse codes.

41. Work Order file

This file contains information on all work orders entered.

42. Work Order Cost file

This file contains cost information on all work orders entered.

43. Work Order Lock file

This file protects the Work Order file.

Other files

Customer item x-ref (Other Files)

This file contains customer item numbers cross-referenced to the item numbers in the item file.

Item factors file (Other Files)

This file contains factor table information used for costing on the item.

Status factor file (Other Files)

This file contains factor table information used for costing on items received to a particular warehouse if it is different from the normal item-based costing.

Building business and technology relationships.

Appendix "B"

File Utilities

This function will allow you to:

- "Recover" the data files that have become corrupted (fouled up).
- Recover disk space by rebuilding data files with purged or deleted records that are still taking up space.
- Export your data into a format that can be used by many popular spreadsheet, word processing and data base programs.
- Correct quantities in the Item and Status files, using *Recalculate inventory quantities*.
- Reconstruct the Keyword file, using *Rebuild item keywords*.
- Setup an initial cost layer if switching valuation method to LIFO or FIFO.
- Update selected item fields (accounts/cat/sub-cat, etc) for a group of items.

Corrupted data files

Data file corruption does not occur very often, but you do need to be aware of it just in case one of your data files does become corrupted. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when you are using your Samco

applications.

2. Your hard disk has developed a defect.

3. Network failure when using Samco in a networked environment.

4. Operating System failure or configuration errors.

Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages and you are removed from running the Samco applications.

If this occurs, or if you begin to get unusual results while using your software and suspect that there may be a corrupted data file, you should get technical support.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco Software Inc.'s support department directly (there may be a fee).

Handling

Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted. Ideally, and file corruption will be restricted to the index records only. If this is the case, then this rebuild function will rebuild the index.

In *File utilities,* the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then replace the old file with the good records, and rebuild the index. In addition to this, any deleted or purged records which are taking up disk space will also be permanently removed, resulting in a smaller file.

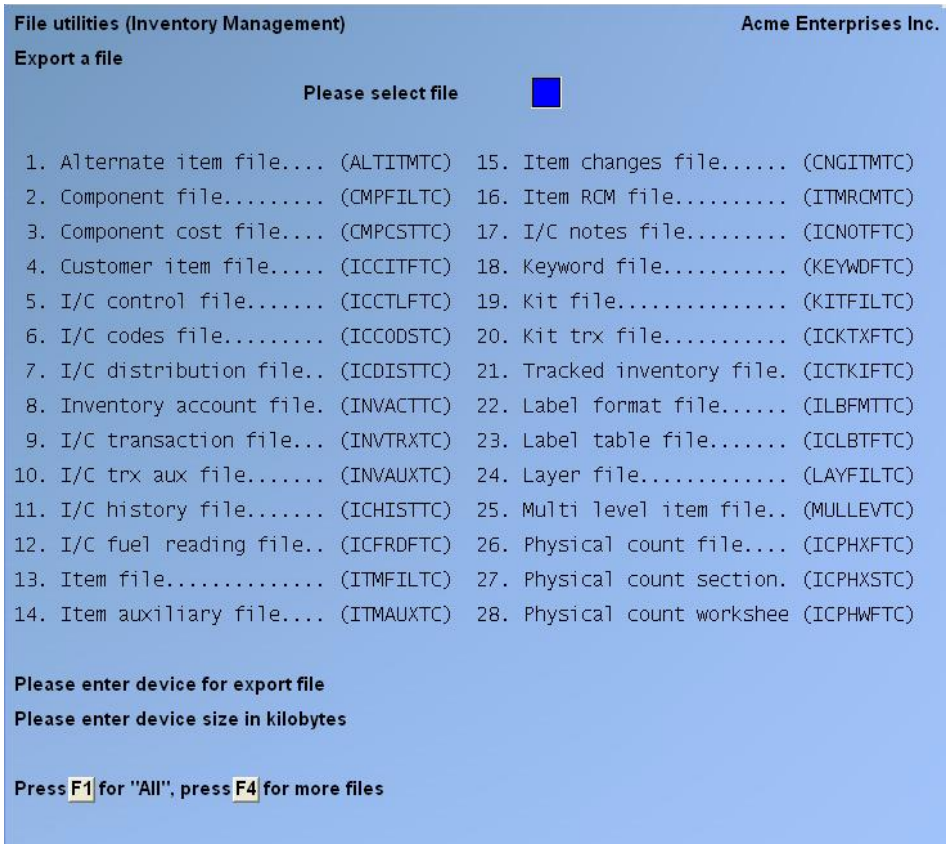
If the *Rebuild a file* option does not successfully rebuild the file, contact support for further assistance. Depending on the file and circumstance under which the problem occurred, the solution may be as easy as deleting the file, or as complicated as restoring all data from the latest backup. To be on the safe side, and to avoid further data corruption, contact support.

Export a file

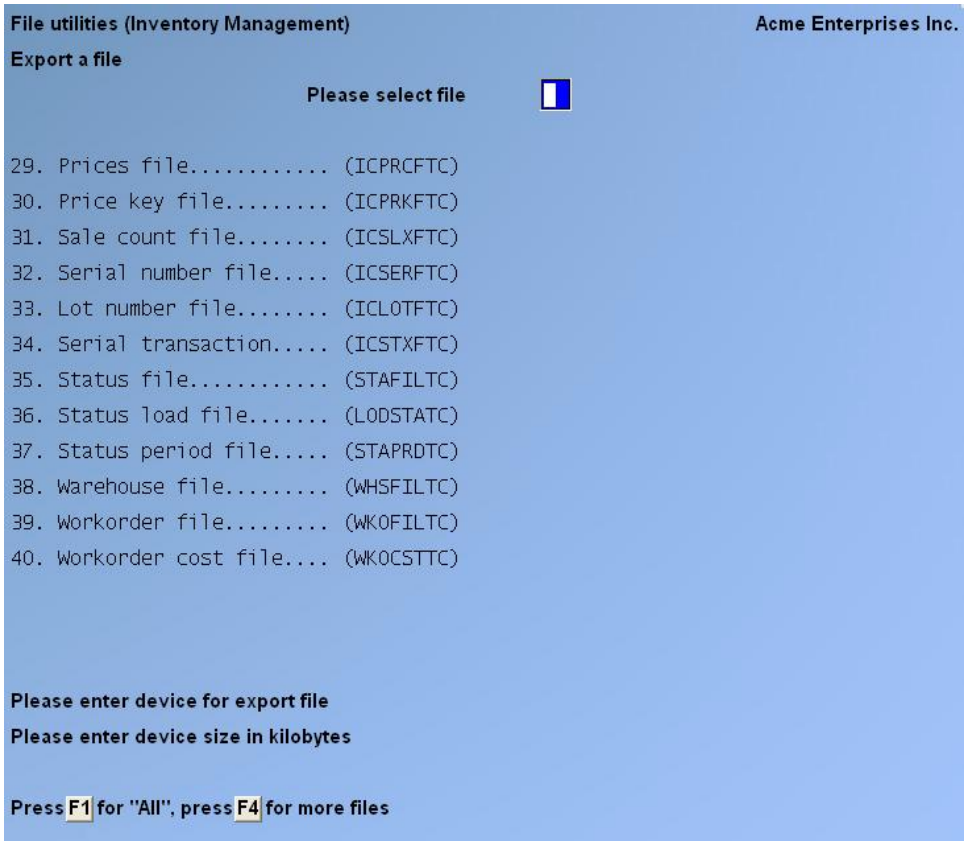
This function is used to export data files from the internal format to a "flat" ASCII file. The output file is created in the Samco root directory with the name "**xxxxxxnn.EXP**". Where '**xxxxxx**' is the file name, and where '**nn**' is the company ID the file came from. (If you are running under Unix you will also have the option of appending a drive designation to the front of the file.)

To begin, select *Export a file* from the *File utilities* sub-menu. A screen similar to the one below will appear:

Enter the following data:


File utilities (Inventory Management)
Acme Enterprises Inc.
Export a file
Please select file
1. Alternate item file.... (ALTITMTC)
2. Component file..... (CMPFILTC)
3. Component cost file.... (CMPCSTTC)
4. Customer item file..... (ICCITFTC)
5. I/C control file..... (ICCTLFTC)
6. I/C codes file..... (ICCODSTC)
7. I/C distribution file.. (ICDISTTC)
8. Inventory account file. (INVACTTC)
9. I/C transaction file... (INVTRXTC)
10. I/C trx aux file..... (INVAUXTC)
11. I/C history file..... (ICHISTTC)
12. I/C fuel reading file.. (ICFRDFTC)
13. Item file..... (ITMFILTC)
14. Item auxiliary file.... (ITMAUXTC)
15. Item changes file..... (CNGITMTC)
16. Item RCM file..... (ITMRCMTC)
17. I/C notes file..... (ICNOTFTC)
18. Keyword file..... (KEYWDFTC)
19. Kit file..... (KITFILTC)
20. Kit trx file..... (ICKTXFTC)
21. Tracked inventory file. (ICTKIFTC)
22. Label format file..... (ILBFMTTC)
23. Label table file..... (ICLBTFTC)
24. Layer file..... (LAYFILTC)
25. Multi level item file.. (MULLEVTC)
26. Physical count file.... (ICPHXFTC)
27. Physical count section. (ICPHXSTC)
28. Physical count workshee (ICPHWFTC)
Please enter device for export file
Please enter device size in kilobytes
Press F1 for "All", press F4 for more files

Press [**F4**] for more inventory files and the following screen appears.


File utilities (Inventory Management)
Acme Enterprises Inc.
Export a file
Please select file
29. Prices file..... (ICPRCFTC)
30. Price key file..... (ICPRKFTC)
31. Sale count file..... (ICSLXFTC)
32. Serial number file..... (ICSERFTC)
33. Lot number file..... (ICLOTFTC)
34. Serial transaction..... (ICSTXFTC)
35. Status file..... (STAFILTC)
36. Status load file..... (LODSTATC)
37. Status period file..... (STAPRDTC)
38. Warehouse file..... (WHSFILTC)
39. Workorder file..... (WKOFILTC)
40. Workorder cost file.... (WKOCSTTC)
Please enter device for export file
Please enter device size in kilobytes
Press F1 for "All", press F4 for more files

Please select file

Enter the number, from the list provided, of the file to be converted to ASCII format, or use one of the options:

Options: **[F1]** To export "All" files.

[F2] To view additional files available for converting.

Please enter device for converted file

Enter the drive letter of the device that the ASCII version of the data file will be written to, or use the option:

Option: **[F1]** If you either (a) do not want to append a drive letter prefix to the file name (Unix only), or (b) want the file created in the Samco root directory.

For UNIX/XENIX users

The drive letter entered here will be attached to the front of the file name. The letter **A** is recommended for consistency. The ASCII backup file name in the Samco root directory will read **A:xxxxxxnn.EXP**.

Alternatively, if you do not want to add a drive letter, press **[F1]** for "none".

Please enter the device size in kilobytes

If you are exporting the data to a floppy device, enter the size of the disk the ASCII files are to be written to, or use the following option:

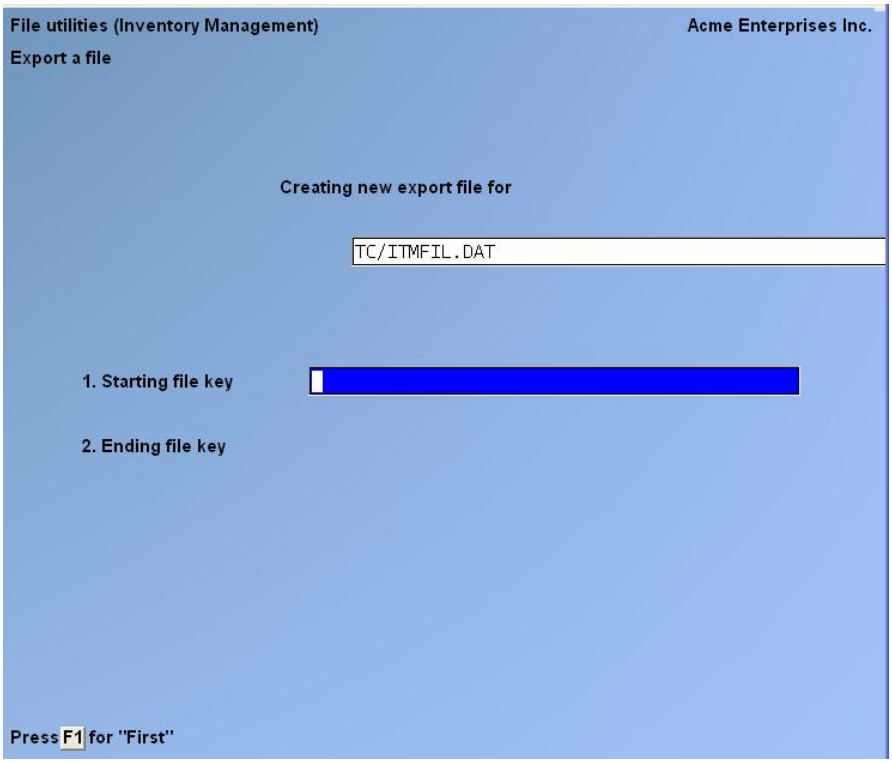
Option: **[F1]** For unlimited - usually used if exporting to a hard-drive.

The screen will then prompt you "Any change ?". Enter **Y** and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press **[Enter]** to accept the default of **N**.

NOTE: If you choose to export "All" files, then the export will start, and the following prompt and screen will be skipped.

You will be prompted with "(C) create new export file or (A) add records to existing export file". Respond with a **C** to create a new export file, over-writing any previous export file located on the device being written to. Respond with an **A** to append the exported records to the export file if one already exists at the location being exported to.

The following screen will be displayed:



If the above screen does not display when exporting a single selected file, then the file is currently locked by a user in Samco. Have users exit out of Samco, and attempt the export again.

Enter the following data:

1. Starting file key
2. Ending file key

Enter the starting and ending file keys for the data file selected for conversion, or press **[F1]** for "First" and "Last". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press **[F1]**.

After the "Any change ?" prompt, the screen clears and the ASCII file name is displayed along with a counter of the number of records being exported.

The *Export a file* menu reappears after the file, or files, selected have been exported so that you may choose another file.

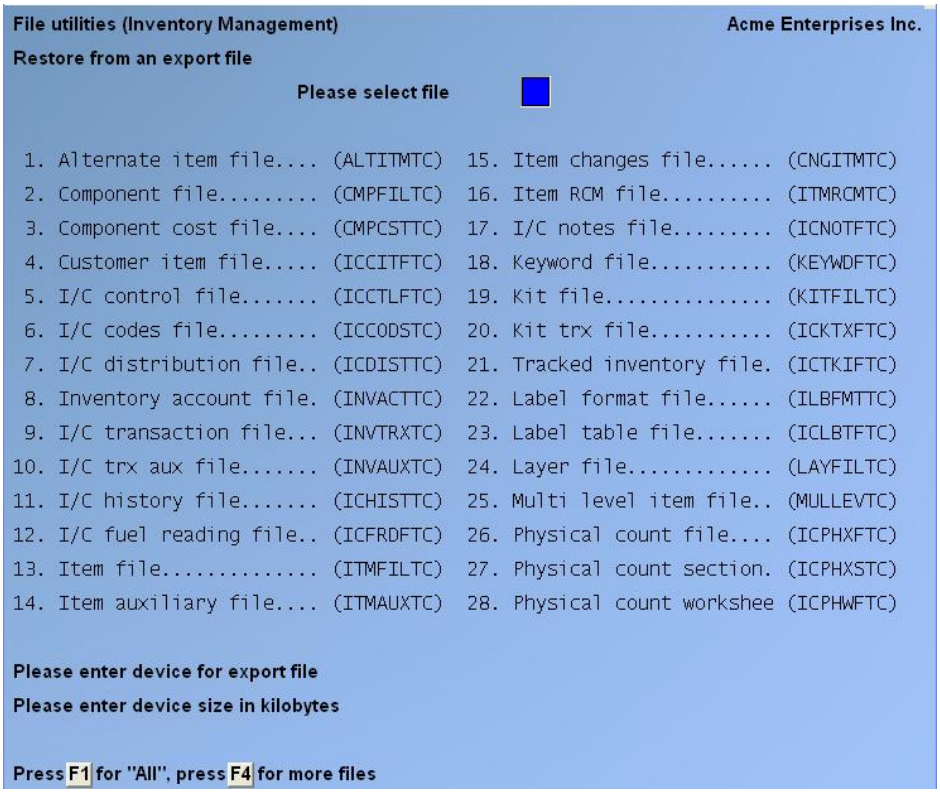
After you have completed running the export routine, press **[Tab]** at the "Please select file" prompt. A window will appear for you to select how to print the export log.

Restore an exported file

This function is used to restore one of more of the listed data files from the "flat" ASCII file format to the internal format. The exported file is read in and an output file is created in the company sub-directory with the name "**xxxxxx.DAT**". Where "**xxxxxx**" is the file name.

From the *File utilities* menu select *Restore an exported file*.

You see:


File utilities (Inventory Management)
Acme Enterprises Inc.
Restore from an export file
Please select file
1. Alternate item file.... (ALTITMTC)
2. Component file..... (CMPFILTC)
3. Component cost file.... (CMPCSTTC)
4. Customer item file..... (ICCITFTC)
5. I/C control file..... (ICCTLFTC)
6. I/C codes file..... (ICCODSTC)
7. I/C distribution file.. (ICDISTTC)
8. Inventory account file. (INVACTTC)
9. I/C transaction file... (INVTRXTC)
10. I/C trx aux file..... (INVAUXTC)
11. I/C history file..... (ICHISTTC)
12. I/C fuel reading file.. (ICFRDFTC)
13. Item file..... (ITMFILTC)
14. Item auxiliary file.... (ITMAUXTC)
15. Item changes file..... (CNGITMTC)
16. Item RCM file..... (ITMRCMTC)
17. I/C notes file..... (ICNOTFTC)
18. Keyword file..... (KEYWDFTC)
19. Kit file..... (KITFILTC)
20. Kit trx file..... (ICKTXFTC)
21. Tracked inventory file. (ICTKIFTC)
22. Label format file..... (ILBFMTTC)
23. Label table file..... (ICLBTFTC)
24. Layer file..... (LAYFILTC)
25. Multi level item file.. (MULLEVTC)
26. Physical count file.... (ICPHXFTC)
27. Physical count section. (ICPHXSTC)
28. Physical count workshee (ICPHWFTC)
Please enter device for export file
Please enter device size in kilobytes
Press F1 for "All", press F4 for more files

Enter the following information:

Please select file

Enter the file number, from the list provided, of the file to be restored from an ASCII export format, or use the option:

Option: **[F1]** To restore "All" exported files.

[F4] To access more inventory files.

Please enter device for exported file

Enter the drive letter of the device that the ASCII version of the data file will be read from, or use the option:

Option: **[F1]** If you either (a) did not append a drive letter prefix to the file name (Unix only), or (b) the file(s) reside in the Samco root directory.

For UNIX/XENIX users

This is the drive letter attached to the front of the file name. For example, if the file to restore is **A:xxxxxxnn.EXP**, you would enter **A** here. If no designation is at the beginning of the file press **[F1]** for "none".

Please enter the device size in kilobytes

Enter the size of the diskette the ASCII export files are on or use the option:

Option: **[F1]** for "unlimited", which is usually used if restoring from a hard-drive where space is not an issue.

(C) Create New Data File Or (A) Add Records To existing Data File

If you answer **C** (Create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the export file will be transferred to the original file.

If you answer **A** (Add records to file), all of the existing records in the original file will remain, and the data records contained in the exported file will be added to the original file.

The following message will display:

"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the export file. Please make sure you want to do this. Are you sure?"

Answer **Y** or **N**, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored.

When the restoration of the file or files is complete the 'Restore from an export file' menu will be displayed.

You may select another file to restore. You may continue to restore files or press **[Tab]** to print the restore log and then return to the *File Utilities* sub-menu.

A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time.

Rebuilding Data Files

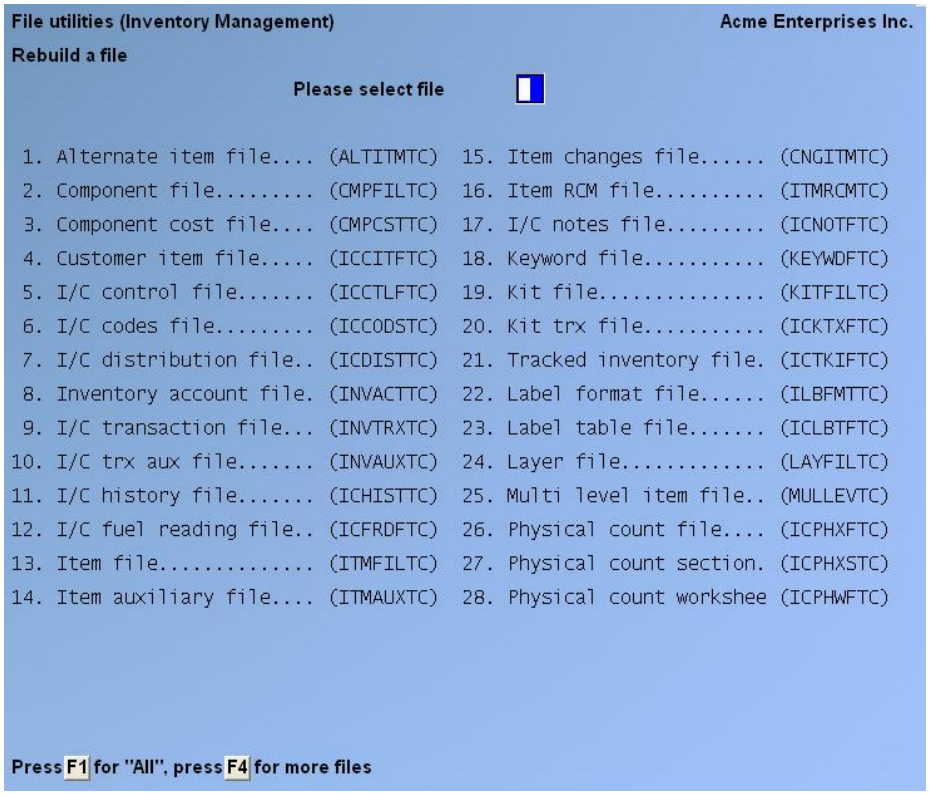
Rebuilding data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File utilities* menu.

You then see:


File utilities (Inventory Management)
Acme Enterprises Inc.
Rebuild a file
Please select file
1. Alternate item file.... (ALTITMTC)
2. Component file..... (CMPFILTC)
3. Component cost file.... (CMPCSTTC)
4. Customer item file..... (ICCITFTC)
5. I/C control file..... (ICCTLFTC)
6. I/C codes file..... (ICCODSTC)
7. I/C distribution file.. (ICDISTTC)
8. Inventory account file. (INVACTTC)
9. I/C transaction file... (INVTRXTC)
10. I/C trx aux file..... (INVAUXTC)
11. I/C history file..... (ICHISTTC)
12. I/C fuel reading file.. (ICFRDFTC)
13. Item file..... (ITMFILTC)
14. Item auxiliary file.... (ITMAUXTC)
15. Item changes file..... (CNGITMTC)
16. Item RCM file..... (ITMRCMTC)
17. I/C notes file..... (ICNOTFTC)
18. Keyword file..... (KEYWDFTC)
19. Kit file..... (KITFILTC)
20. Kit trx file..... (ICKTXFTC)
21. Tracked inventory file. (ICTKIFTC)
22. Label format file..... (ILBFMTTC)
23. Label table file..... (ICLBTFTC)
24. Layer file..... (LAYFILTC)
25. Multi level item file.. (MULLEVTC)
26. Physical count file.... (ICPHXFTC)
27. Physical count section. (ICPHXSTC)
28. Physical count workshee (ICPHWFTC)
Press F1 for "All", press F4 for more files

Enter the following information:

Please select file

Enter the number of the file you wish to rebuild, or use the option:

Option: **[F1]** to rebuild "All" of the data files.

A new screen will appear showing the status of each file as it is being rebuilt. Once completed, you are returned to the *Rebuild a file* screen.

If you receive a message indicating that errors were found, contact support for further assistance. Please note that all calls may be billable.

Recalculating Inventory Quantities

Use this selection to set the quantity fields in the Item file and Status file to their correct amounts, and to correct the commitments and quantities in the Serial file. These fields are updated during posting in Inventory Management, Point of Sale, Billing, Purchase Order, Purchasing, and Professional Invoicing. If posting is aborted or abnormally terminated, these fields may contain erroneous data. Prior to running this

selection, ensure that all inventory and serial transactions are posted. If Purchase Order or Purchasing is being used, all purchase order receiving transactions and purchase order changes must also be posted.

The quantities that will be updated are displayed on the screen:

"**Quantity on hand**" is always displayed. If LIFO or FIFO costing is being used, the quantity on hand of each item is set from the Layer file. Otherwise, quantity on hand is set from the Status file.

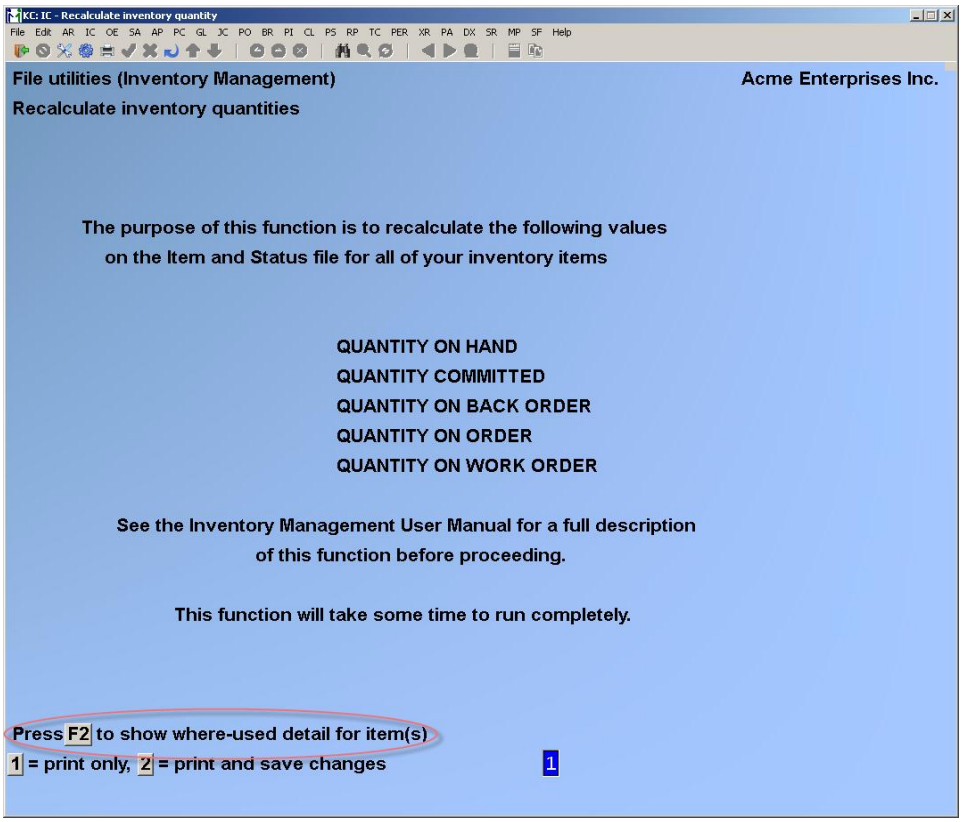
"**Quantity committed**" is displayed if Point of Sale, Billing, or Professional Invoicing is being used.

"**Quantity on back order**" is displayed if Billing is in use and backorder control was selected in the I/C Control file, or if Professional Invoicing is in use and P/I uses back orders.

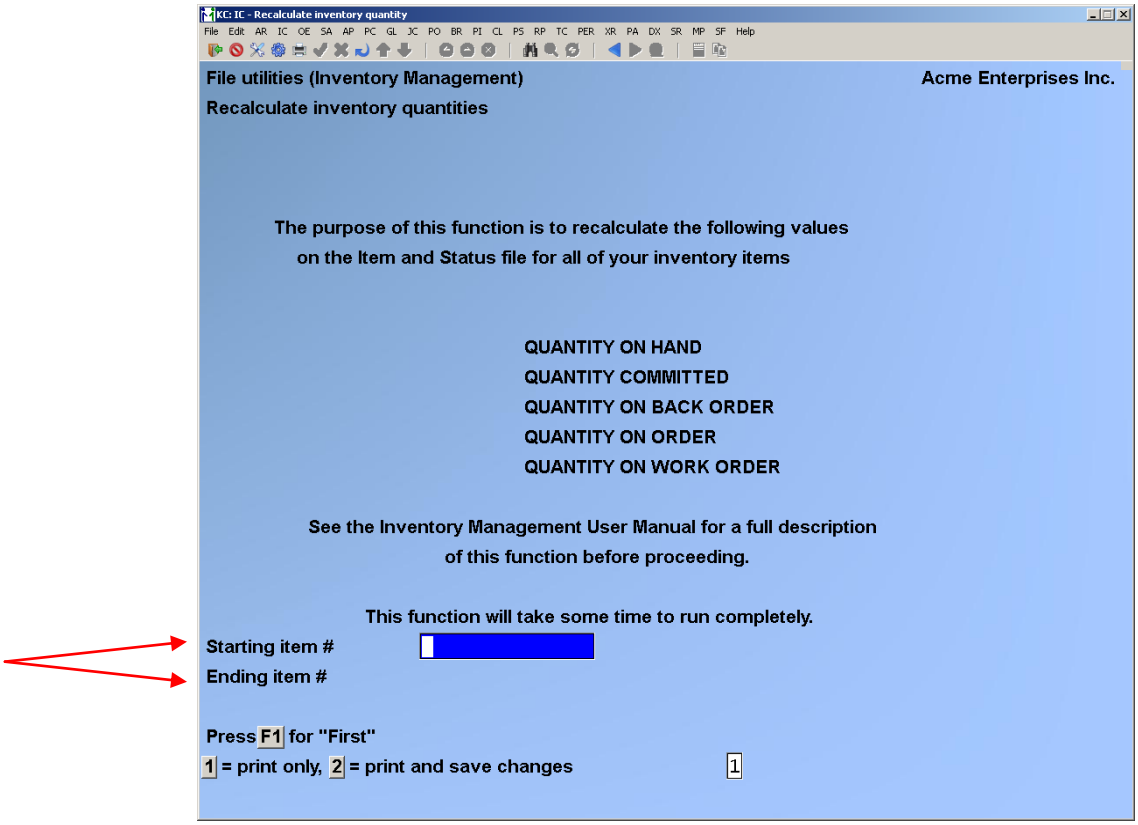
"**Quantity on order**" is displayed if Purchase Order is in use.

"**Quantity on work order**" is displayed if kits are used.

There is an option to Press *[***F2***] to show where-used detail for item(s)* at the bottom of the screen:


KC: IC - Recalculate inventory quantity
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS RP TC PER XR PA DX SR MP SF Help
File utilities (Inventory Management)
Acme Enterprises Inc.
Recalculate inventory quantities
The purpose of this function is to recalculate the following values
on the Item and Status file for all of your inventory items
QUANTITY ON HAND
QUANTITY COMMITTED
QUANTITY ON BACK ORDER
QUANTITY ON ORDER
QUANTITY ON WORK ORDER
See the Inventory Management User Manual for a full description
of this function before proceeding.
This function will take some time to run completely.
Press F2 to show where-used detail for item(s)
1 = print only, 2 = print and save changes
1

When prompted, enter an item number or a range of item numbers:


KC: IC - Recalculate inventory quantity
File Edit AR IC OE SA AP PC GL JC PO BR PI CL PS RP TC PER XR PA DX SR MP SF Help
File utilities (Inventory Management)
Acme Enterprises Inc.
Recalculate inventory quantities
The purpose of this function is to recalculate the following values
on the Item and Status file for all of your inventory items
QUANTITY ON HAND
QUANTITY COMMITTED
QUANTITY ON BACK ORDER
QUANTITY ON ORDER
QUANTITY ON WORK ORDER
See the Inventory Management User Manual for a full description
of this function before proceeding.
This function will take some time to run completely.
Starting item #
Ending item #
Press F1 for "First"
1 = print only, 2 = print and save changes
1

When prompted, select:

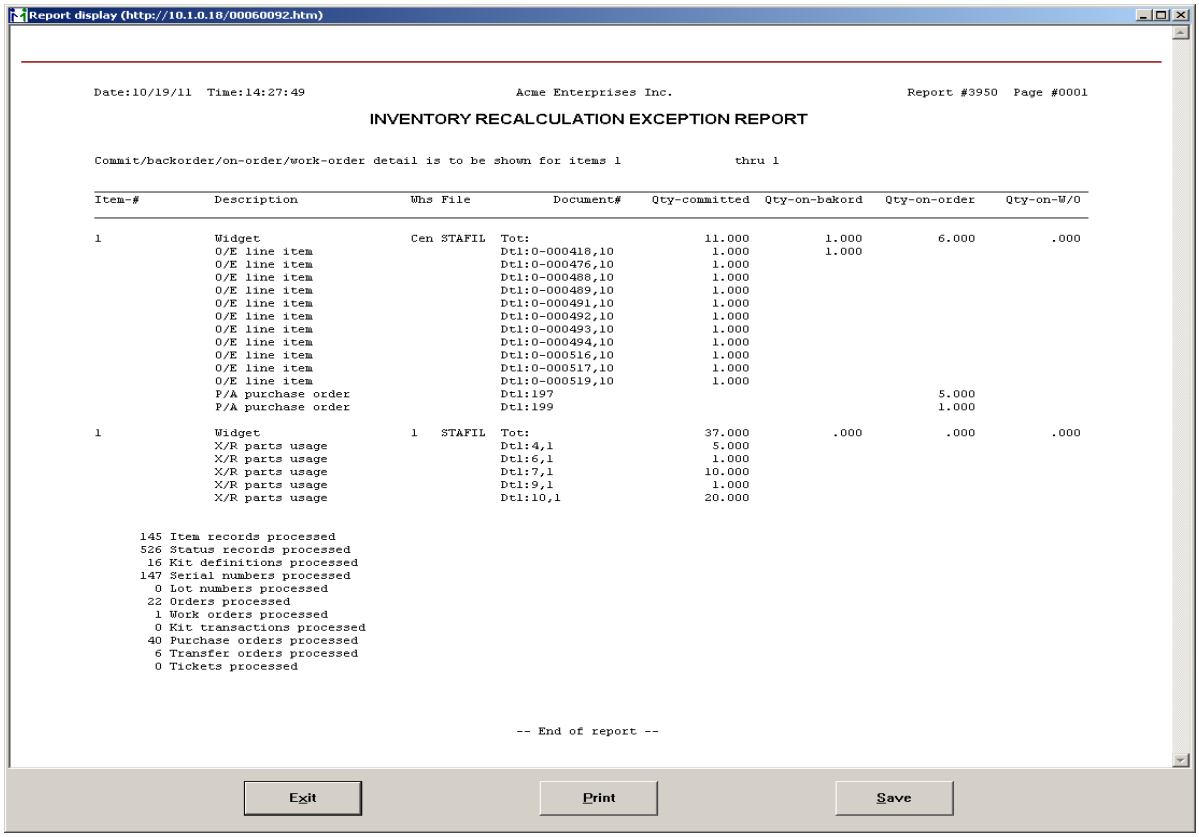
1 = Print only?
To view the report of any changes that would be made to the inventory quantities, without actually updating the quantities. The Inventory Recalculation Exception Report is automatically printed, showing any corrections that will be made. If you *print only*, the report only includes the data for the single item or range of items that you selected.

2 = Print and save changes?
Make the actual changes to the inventory quantities and view the report of these changes. If you *print and save changes,* the quantity fields in the Item and Status files are set to agree with the totals in the P/S Ticket Line file, the Billing Order Line Item file, the P/O and P/A Purchase Order Line file, P/I Invoice Line Item file, and I/C Layer file. In addition, any data problems in the Serial file (serial numbers) of Lot file (lot numbers) are reported and, if possible, corrected. While processing, the screen displays the number of the item that is being processed. The Inventory Recalculation Exception Report is automatically printed, showing any corrections that were made and the detail for where the item or range of items is committed.

Are you sure you want to do this ?

If you answer **N** you are returned to the *File utilities* menu.

If you answer **Y** the quantity fields in the Item and Status files are set to agree with the totals in the P/S Ticket Line file, O/E Order Line Item file, P/O and P/A Master Line file, P/I Invoice Line Item file, and I/C Layer file. In addition, any data problems in the Serial file (serial numbers and lot numbers) are reported and, if possible, corrected. While processing, the screen displays the number of the item that is being processed. The Inventory Recalculation Exception Report is automatically printed, showing any corrections that were made.


Report display (http://10.1.0.18/00060092.htm)
Date:10/19/11 Time:14:27:49 Acme Enterprises Inc. Report #3950 Page #0001
INVENTORY RECALCULATION EXCEPTION REPORT
Commit/backorder/on-order/work-order detail is to be shown for items 1 thru 1
Item-# Description Whs File Document# Qty-committed Qty-on-bakord Qty-on-order Qty-on-W/O
1 Widget Cen STAFIL Tot: 11.000 1.000 6.000 .000
O/E line item Dtl:0-000418,10 1.000 1.000
O/E line item Dtl:0-000476,10 1.000
O/E line item Dtl:0-000488,10 1.000
O/E line item Dtl:0-000489,10 1.000
O/E line item Dtl:0-000491,10 1.000
O/E line item Dtl:0-000492,10 1.000
O/E line item Dtl:0-000493,10 1.000
O/E line item Dtl:0-000494,10 1.000
O/E line item Dtl:0-000516,10 1.000
O/E line item Dtl:0-000517,10 1.000
O/E line item Dtl:0-000519,10 1.000
P/A purchase order Dtl:197 5.000
P/A purchase order Dtl:199 1.000
1 Widget 1 STAFIL Tot: 37.000 .000 .000 .000
X/R parts usage Dtl:4,1 5.000
X/R parts usage Dtl:6,1 1.000
X/R parts usage Dtl:7,1 10.000
X/R parts usage Dtl:9,1 1.000
X/R parts usage Dtl:10,1 20.000
145 Item records processed
526 Status records processed
16 Kit definitions processed
147 Serial numbers processed
0 Lot numbers processed
22 Orders processed
1 Work orders processed
0 Kit transactions processed
40 Purchase orders processed
6 Transfer orders processed
0 Tickets processed
-- End of report --
Exit
Print
Save

Rebuilding Item Keywords

If you are using item keywords (as specified in *Control information*), item keywords are automatically maintained in the Keyword file when the information used for keywords is added or changed in the *Items* selection. Item keywords can be used to look up items in certain I/C selections, during Point of Sale ticket entry, and during Billing line item entry.

Use this selection to rebuild all item keywords in the Keyword file. You would run this selection if your Keyword file becomes corrupted, or if you add or change keyword methods in *Control information* and need to update keywords for existing items.

From the *File utilities* menu, select *Rebuild item keywords*.

A screen appears, showing the item information from which keywords will be created, then the following prompt appears:

Are you sure you want to do this ?

Answer **Y** to rebuild item keywords. If you answer **N**, item keywords are not recreated and the *File recovery utilities* menu reappears.

NOTE: The Keyword file also contains all bar codes. This selection does not affect the bar codes.

Change Item Number

Access this utility in *Inventory -> [F2] -> File Utilities -> Change Item no.*; this allows you to change an item's number. The number must not be an existing item. All open transactions and historical data will be updated to reflect the new number.

You may also use an external file of item numbers to be loaded for change. Press [**F1**] at the first item field to indicate that you will be using a file of numbers. The format of this file should be **old number comma new number** (eg. 1234,ABCD)

This is **not** a multi-site program. You are required to change the same item number/code in both *HUB* and *SATELLITE* as a separate process for each.

This feature also allows the merging of data between two previously existing item numbers. Enter the [**FROM**] item number, then the [**TO**] item number. All information from the old number will be merged into the information for the new number.

Creating Initial Cost Layer

Note: This utility should not be run without first reviewing the appendix titled *Changing Inventory Valuation or Warehouse Methods*.

This utility is used when switching from Average or Standard costing to LIFO or FIFO to set up an initial cost layer in the layer file.

The task of entering multiple cost layers in a conversion is eliminated by running this utility which uses the current average cost of the item (not the status) to build an initial cost layer for each item.

To begin select *Set up layer costs* from the *File utilities* menu. You will be asked for:

Please enter:

1. Layer date _____

Enter the following information.

1. Layer date

Enter the date to be used on the layer transactions created.

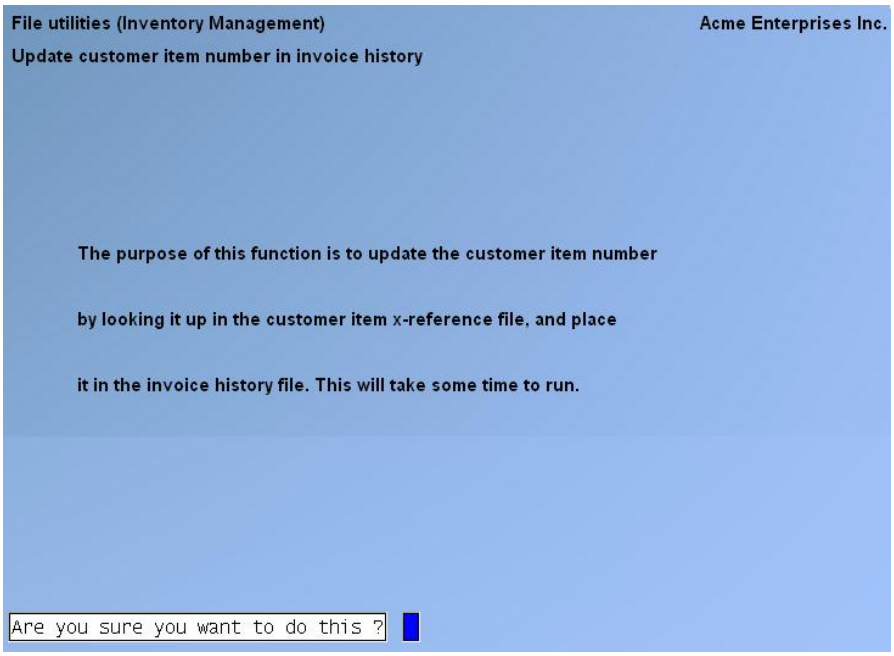
Processing will then occur, showing the items being processed. When processing is complete, you will return to the *File utilities* menu.

Update Customer Item Numbers Into Invoice History

Use this utility if new customer item numbers were assigned to your inventory items using *Customer item x-reference* and you wish to update previous invoice history with this information. Then the new customer item number will be available when viewing invoice history.

To begin select *Update cust item # into inv hist* from the *File utilities* menu.

You will see the following screen:


File utilities (Inventory Management)
Acme Enterprises Inc.
Update customer item number in invoice history
The purpose of this function is to update the customer item number
by looking it up in the customer item x-reference file, and place
it in the invoice history file. This will take some time to run.
Are you sure you want to do this ?

Enter the following information:

Are you sure you want to do this ?

Answer **Y** to update the customer item number field in the invoice history file from the customer item x-reference file.

Answer **N** to return to the *File utilities* menu.

Set Item Fields

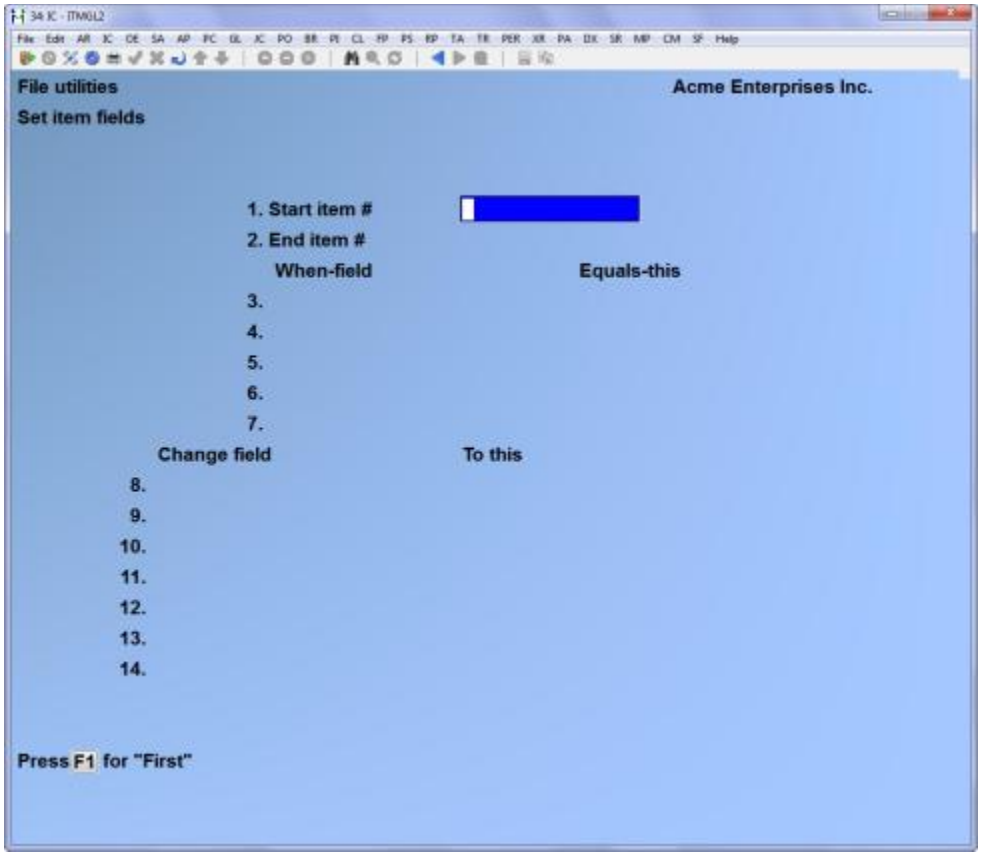
Use this utility to change item fields "en masse". Select a range of items based on the item number, category/sub-category, and vendor to change and set the fields to be changed. Fields which can be changed using this utility include:

Inventory Control Account	Barcode Single
Sales Account	Barcode Multiple
Expense Account	Vendor-Item Number
Credit-Memo Account	Category
Liability Account	Sub-Category
Discount Account	Stock unit
Price unit	Commission code

The "Barcode Single" field is the **Barcode** field in the item entry screen. The "Barcode Multiple" field is the multiple barcodes entered through the *Enter barcode* option in the *Item* menu.

To begin, select the *Set item fields* option from the *File utilities* menu.

The following screen displays:



Start item #
Options:
Enter an item number
[?] to select from the Find item pop-up window
[F1] for "First"

End item #

Options:
Enter an item number
[?] to select from the Find item pop-up window
[F1] for "Last"

When field Equals this:

Use these fields to refine the selection of items (optional).

For example, when *field Inventory control account #* is equal to 1200-000 select the item. You can make your selection based on values for up to five of the following fields at one time:

- Inventory control account
- Sales account
- Expense account
- Credit-memo account
- Liability account
- Discount account
- Barcode single
- Barcode multiple
- Vendor-item
- Vendor number
- Category
- Sub-category
- Price code
- Commission code
- Mark-up code
- Allowed on web flag
- Stock code
- Price list flag
- Currency code
- User defined field
- Stock unit
- Price unit

Once you select the field, then enter the value that the field must have before anything can be changed. When you are finished entering the selection criteria, or to bypass the selection criteria, press [**TAB**] at *When field*. If you do not enter selection criteria fields/values, the item or range of items that you entered will be changed regardless.

Change field To this:

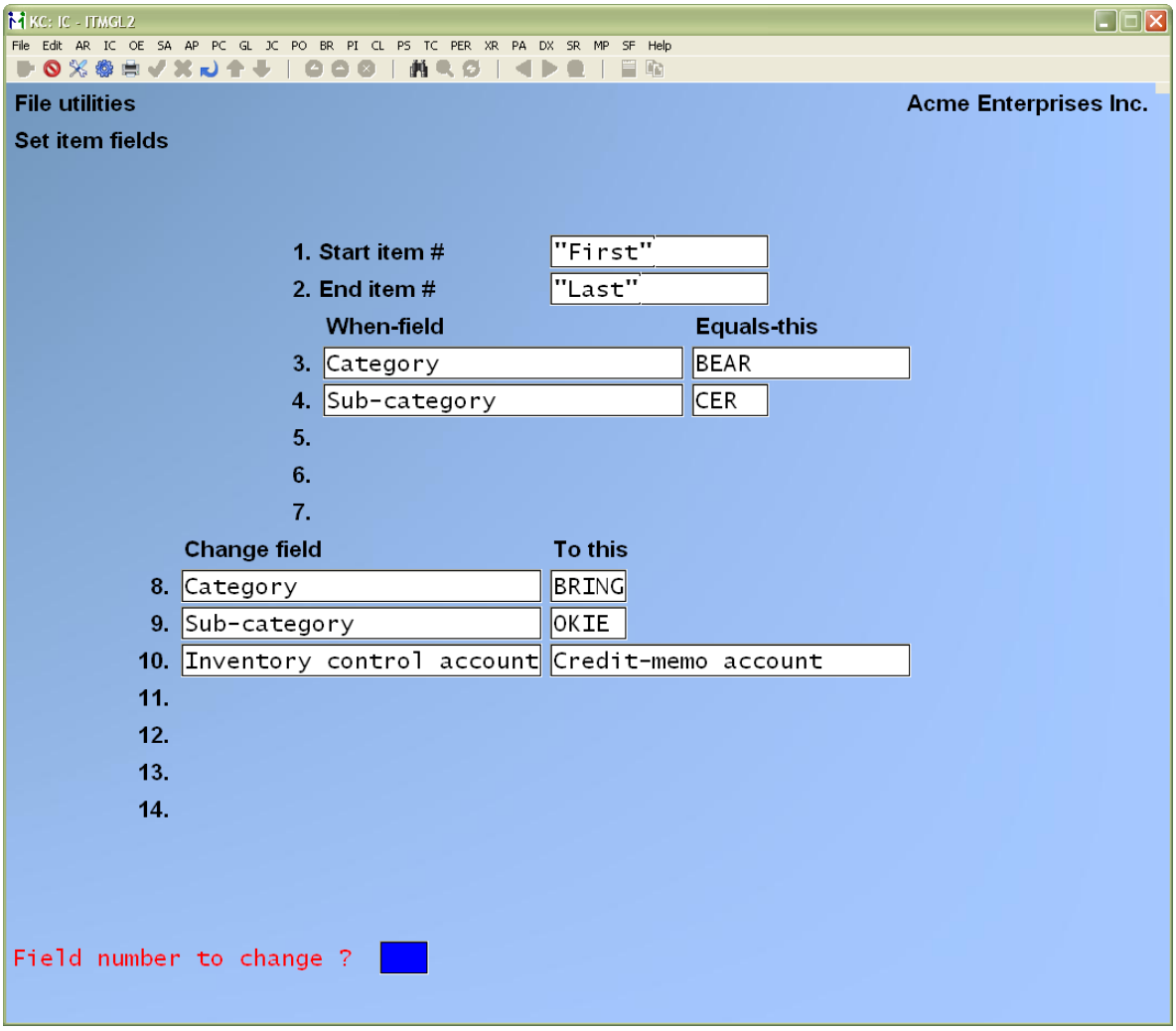
Use these fields to specify which field is to be changed and the value that it is to be changed to. For example, change field *Inventory control account #* to 1210-000. You can change the value of up to six fields at one time.

- Inventory control account
- Sales account
- Expense account
- Credit-memo account
- Liability account
- Discount account
- Barcode single
- Barcode multiple
- Vendor-item
- Prime vendor
- Category
- Sub-category
- Price code
- Commission code
- Mark-up code
- Allowed on web flag
- Stock code
- Price list flag
- Currency code
- User defined field
- Stock unit
- Price unit

You can specify a new value for the field or you can select another field. For example, change the field *Credit-memo account* to whatever the current value is in the *Liability account field*.

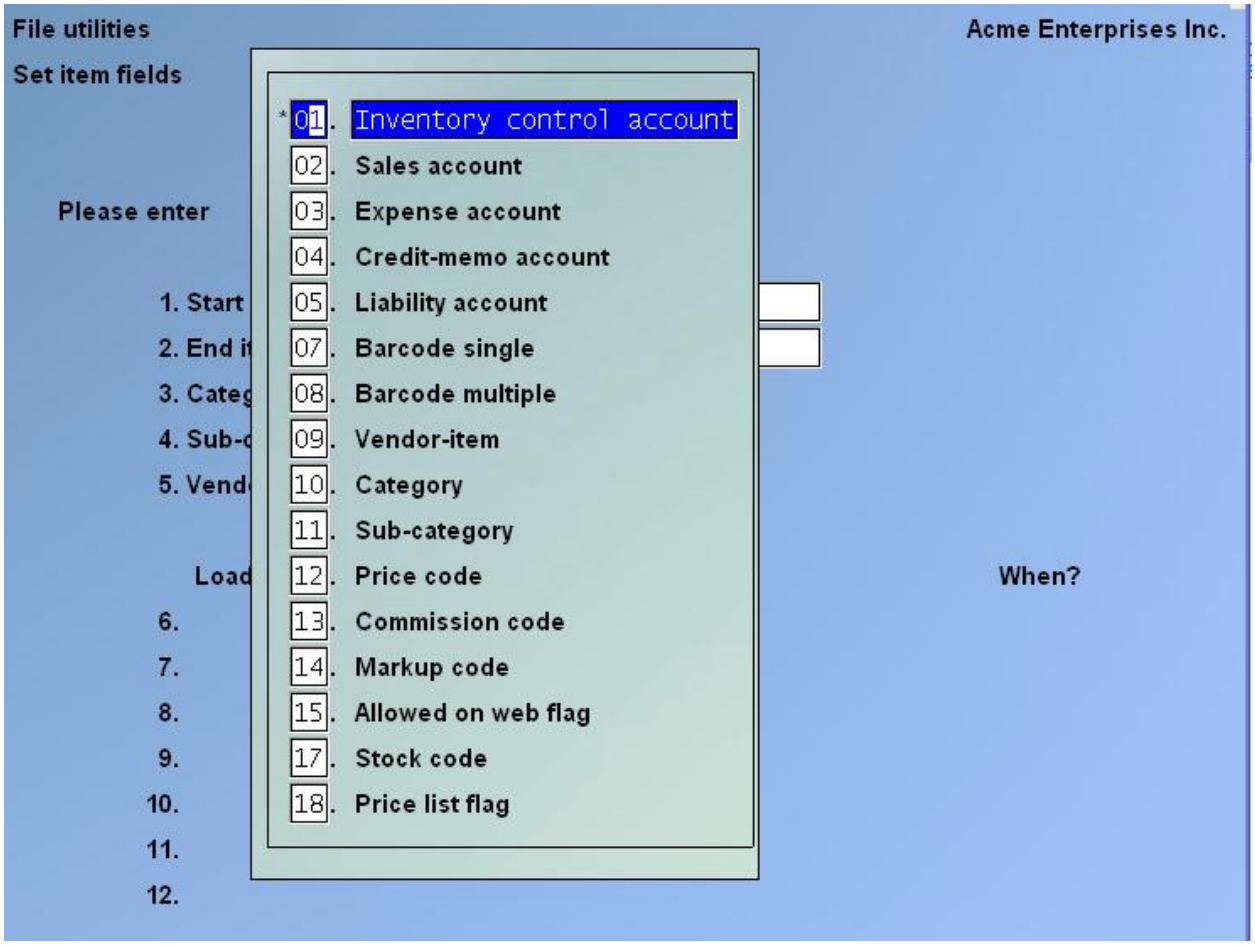
To end entry of the new value(s), press [**TAB**] at *Change field*.

In the foregoing example (above), all items that have a category equal to BEAR and a sub-category equal to CER will have their category changed to BRING, their sub-category changed to okie and their inventory control account changed to whatever the item's credit-memo account is.



Load field

The following screen displays to select the field to load:



Select the field to be updated from the list displayed.

With value

Enter the value to be loaded in this field or use the option:

Option: **[F4]** to copy the value from another field in the record being updated.

If you use **[F4]** to copy the value from another field, the same field list displays as was displayed for the '**Load field**' field. Select the field to copy the value from.

When

Enter **A** to always update the field with the value selected, regardless of whether there was previously a value in the field. Enter **B** to update the field with the selected value only when the field is currently blank.

When entry is complete and you proceed with the utility, you will get the following message:

This process will update the specified field(s) for

the start/end range of item records.

You will be asked "Are you sure?". Answer **Y** to continue with updating the fields for the records selected, or answer **N** to return to the first field in the *Set item fields* utility.

Print Reports From Disk

Use this option to print reports that have been printed from disk. Refer to the **System Functions User Manual** for details on printing reports from disk.

Change Company

Use this option to change the company you are currently working in. Refer to the **System Functions User Manual** for details on how to change company.

Calculate reorder levels

Each status record for an item allows you to specify the maximum quantity that should ever be "on hand" in this warehouse for the specified item. You can also specify the quantity at which the item should be reordered. Use this feature to have the system recalculate these values based on the item's sales in the status period file.

Go to ***IC → [F2] → SETUP → CONTROL INFORMATION*** and check the feature *How many prior periods of qty info do you wish to track?* This field must contain the number of periods, from 1 to 999, of inventory item totals you wish to track. This includes purchases, sales, etc. Now check the feature *Reorder levels by period?* This must be N(o).

The *Close a Period* function must be run at the end of each fiscal period to ensure that the sales data is accurate when running this new feature.

For each item in a warehouse, you can manually set the *Maximum qty* and *Reorder level*.

1. Item 36		Component, Feeder Tube Bird House Kit #30	
2. Location codes Stocking unit:	EACH	Category/sub-cat: COMP Vendors: 800	
3. Maximum qty 4. Reorder minimum	**75** 25	15. Reorder level	**50**

The system recalculates these values as per the parameters that you enter:

Based on # of months : This is the number of months (periods) prior to the current "open" period for which the system will accumulate the total quantity sold.
e.g. Current period is November, if *# of months* is specified as 3, then the system will accumulate sales for the months of October, September and August.
The accumulated total quantity sold is then divided by the constant 4.2 to calculate the average quantity of units sold per week.

Weeks for reord level: Specify the number of weeks for your "replenishment" order. The system uses this number to calculate the reorder level for the item based upon the average number of units sold per week and the number of weeks for which you wish to purchase stock rounded to the nearest whole number.

Weeks for maximum level: This is the number of weeks for which you wish to have the maximum quantity of this item "on hand" in a warehouse for this item. The system uses this number to calculate the maximum quantity less the quantity on hand. Since a purchase order can be automatically created to bring the quantity on hand up to the maximum level, the number of weeks specified here must be at least as much as the number of weeks specified for *Weeks for reord level*. The difference between the *Weeks for reord level* and the *Weeks for maximum level* will reflect the number of weeks that you wish to wait before having to re-order the item for the warehouse.

Go to ***IC → [F2] → FILE UTILITIES → RECALCULATE ITEM REORD LEVELS*** to bring up the parameter entry screen. Enter the warehouse, starting and ending item number(s), starting and ending category(ies) and starting and ending sub-category(ies) as you normally would for other inventory reports. Enter the *# of months, weeks for reord level* and *weeks for maximum level* as described above.

1. Warehouse	Cen
2. Starting item #	36
3. Ending item #	36
4. Starting Category	"First"
5. Ending Category	"Last"
6. Starting Sub Category	"First"
7. Ending Sub Category	"Last"
8. Based on # of months	3
9. Weeks for reord level	2
10. Weeks for max level	4

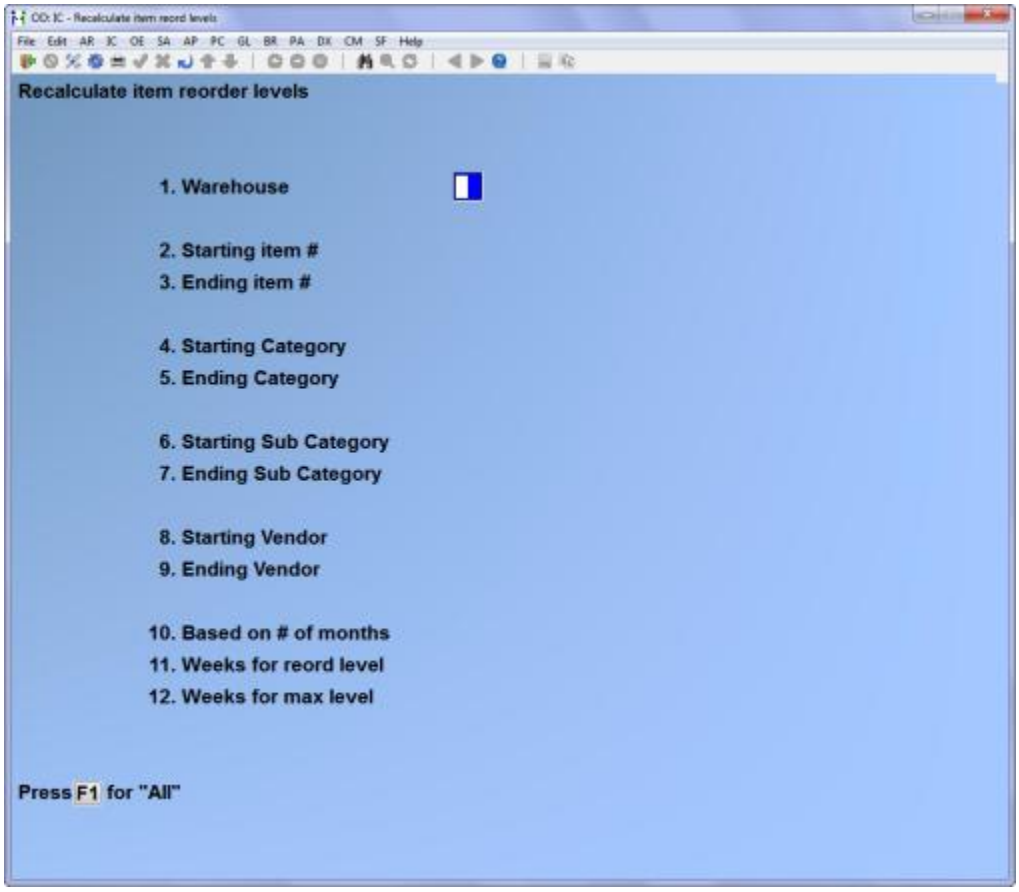
Based on a total quantity sold of 170 over the past 3 months prior to the current period, the calculations would be:

3 X 4.2 = 12.6 weeks
170 sold / 12.6 weeks = 13.49206 per week
2 weeks for reorder level X 13.49206 = 26.98412 rounded to 27
4 weeks for maximum level X 13.49206 = 53.96824 rounded to 54

So the item status record would be updated to:

1. Item 36		Component, Feeder Tube Bird House Kit #30	
2. Location codes Stocking unit:	EACH	Category/sub-cat: COMP Vendors: 800	
3. Maximum qty	**54**	15. Reorder level	**27**
4. Reorder minimum	25		

Select recalc. Item reorder levels from the File utilities menu, you see:



Enter the following information:

[?] 1. Warehouse

Enter the specific warehouse (if using multiple warehouses), or

Options: **[F1]** for all warehouses

[?] 2. Starting item #

[?] 3. Ending item #

Enter the item number or item number range, or,

Options: [**F1**] for first and last

[?] 4. Starting category
[?] 5. Ending category

Enter the category or category range or,

Options: [**F1**] for first and last

[?] 6. Starting sub category
[?] 7. Ending sub category

Enter the sub-category or sub-category range or,

Options: [**F1**] for first and last

[?] 8. Starting Vendor
[?] 9. Ending Vendor

If you have Vendor items turned on in Purchasing, enter the starting and ending vendor range or,

Options: [**F1**] for first and last

10. Based on the number of months

This is the number of months (periods) prior to the current "open" period for which the system will accumulate the total quantity sold.

Enter in the number of months of history to use as part of the calculation,

Options: [**1 to 99**]

11. Number of weeks for reorder level

Specify the number of weeks for your "replenishment" order

Enter in the number of weeks for the reorder level

12. Weeks for maximum level

This is the number of weeks for which you wish to have the maximum quantity of this item "on hand" in a warehouse for this item.

Enter the same for the maximum quantity.

It is recommended that this utility be run first in a test company so that the user may clearly see the results prior to running this utility in the operating company. If there is no testing company present, please contact support@samco.com for assistance in setting one up.

Building business and technology relationships.

Appendix "C"

Inventory Conversion Guide

This chapter is designed to assist you in changing over from your manual inventory accounting methods to Inventory .

NOTE: Consult with your accountants or managers of similar businesses. You should have a complete understanding of the inventory control system and its workings prior to setting up this package for regular use.

The Conversion Checklist below is to be done after you have finished with all the sample data entry exercises and/or feel confident about your ability to run the Inventory Plus selections.

Checklist for Converting from
Manual to Computerized Inventory Control

NOTE: This procedure assumes that you have followed the instructions given in the *Installation Guide*, *System Functions* manual, and this *Inventory* User Manual.

Follow the steps in the order presented and check off each one as it is completed.

1. _____ Set up Company and Common Files

Using the instructions in the *System Functions* manual, build your company and common data files.

2. _____ Review Inventory Control G/L Accounts

Collect information from your existing manual accounting system on what inventory control account numbers and titles you are using. Decide what order you wish these accounts to be in and assign a number and account title to each, creating new

accounts as needed. Use the printouts at the end of the chapter titled *Valid G/L Accounts* in the *System Functions* manual as a guide.

If, in the Company file, you indicated the use of sub-account numbers, decide at this time how these sub-accounts (or profit centres) should be set up and assign numbers accordingly.

3. _____ Build Valid G/L Account File

Using the chapter titled *Valid G/L Accounts* in the *System Functions* manual as a guide, set up all of your valid G/L accounts for Inventory Plus.

If General Ledger is being used, you have the option to run the G/L *Set-up procedures* selection to automatically create the Valid G/L Account file.

4. _____ Build Inventory Accounts File

Using the chapter titled *Inventory Accounts* as a guide, identify the G/L accounts which will be used to track the value of items in your inventory.

5. _____ Build Inventory Control File

Inventory can track the value of your inventory several different ways. It can track inventory at several locations. It allows you to customize the package to best suit your needs.

Refer to the chapter titled *Control Information* as a guide, review your inventory control requirements and build your Inventory Control file accordingly.

6. _____ Build Warehouse File

Set up your Warehouse file if you chose multi-warehousing in the Inventory Control file. Use the chapter titled *Warehouses* as a guide.

7. _____ Set Up Price Codes (Build Inventory Codes File)

Price codes are used only with Point of Sale, Billing (Order Entry), Professional Invoicing, or Sales Management Solutions. If used, the price of an item is calculated based upon its price code.

If you wish to use this feature, refer to the chapter titled *Price Codes* and enter the codes.

8. _____ Set Up Commission Codes (Build Inventory Codes File)

Commission codes are used only with Point of Sale, Billing (Order Entry), or Professional Invoicing. If used, the commission on an item is calculated based upon its commission code.

If you are using Point of Sale or Billing (Order Entry) with Accounts Receivable, you need only enter commission codes if you wish to assign special commission percentages to specific items. The codes you enter here can be assigned to specific items using *Items*. (Accounts Receivable also allows overall commission percentages to be assigned to specific customers or specific sales reps.)

If you are using Point of Sale without Accounts Receivable or Professional Invoicing, a commission is calculated only for those items with a commission code. Thus, you should enter commission codes for all items on which you plan to pay commissions.

If you wish to use this option, refer to the chapter titled *Commission Codes* and enter the codes.

9. _____ Set Up Category/Sub-Category Codes (Build Inventory Codes File)

Category and sub-category codes are used in the Item file to categorize products. These codes are used in most reports to breakout or group the information you want to look at by product category and/or sub-category. They are also used for applying sale prices, and contract pricing.

Refer to the chapters titled *Category Codes* and *Sub-Category Codes* for details.

10. _____ Factor Codes (Build Inventory Codes File)

If you want to calculate landed costs for inventory items, you will want to set up factor codes. These codes are applied at point of receiving to facilitate additional costs (freight, duty, currency exchange etc.) incurred over and above the base (contracted) cost.

If you wish to use this option, refer to the chapter titled *Factor Codes* and enter the codes.

11. _____ Mark Up Codes (Build Inventory Codes File)

Mark up codes allow you to automatically recalculate selling prices for those items who's prices fluctuate with the cost. When a receiving is done on an item with a markup code attached to the item record, the selling price(s) is automatically recalculated, and the item record is updated to reflect the new price(s).

If you wish to use this option, refer to the chapter titled *Mark Up Codes* and enter the codes.

12. _____ Stock Codes (Build Inventory Codes File)

Used by a report writer, or when viewing an item, stock codes are used to identify the current stocking status of an item. Some examples might be "DISCONTINUED", "ON ALLOCATION", "NEW VERSION DUE SOON", etc.

If you wish to use this option, refer to the chapter titled *Stock Codes* and enter the codes.

13. _____ User Defined Fields (Build Inventory Codes File)

If you selected in the *Control Information* to use user-defined fields, determine what information you wish to maintain on the items, and setup the appropriate fields with this option. User-defined fields will display on an additional screen when entering items.

If you wish to use this option, refer to the chapter titled *User Defined Fields* and setup the fields.

14. _____ Select Cut-off Date

You will, of course, continue selling and receiving merchandise while you are setting up your information. The quantity on-hand for each inventory item will fluctuate during this period.

Select a "freeze" date on which you will take a physical count, and after which you will use Inventory Plus to process sales, receivings, credit memos, and adjustments.

On the "freeze" date, you will take a physical count, then enter adjustments in *Inventory* for each inventory item, and post them. (To avoid creating G/L distributions, use each item's inventory account as the adjustment account).

A freeze date that falls on a Friday might allow you the weekend to do your inventory count. In some business operations, an actual physical inventory count is unnecessary, and information can be entered from your records.

If you have the Point of Sale, Billing (Order Entry) or Professional Invoicing package, coordinate the inventory conversion with that package.

15. _____ Devise Method for Defining Items

Each item that is contained in inventory must be identified in the Item and Status files. Each item is assigned a number and a description. Other information about the item includes such data as category, price, re-order level, and primary vendor.

Review the chapter titled *Items* for details on the types of information which may be entered for each item, and how the information will be used by the programs.

Before you enter the item information in the computer, you must determine the categories and sub-categories you will use, your item numbering scheme, and your item description scheme.

As you devise your method of assigning each of these elements, be aware that your

computer will sort each element as follows: special characters first, numbers second, capital letters third, and lower case letters last.

16. _____ Build Item File and Status File

Using the information collected, enter your item information in the computer to build your Item and Status files.

Use the *Items* selection to enter your inventory items. As you enter this information, you will be building your Item file.

The data on the Status File Information sheets can be entered in one of two ways:

1) through the *Status records* option which appears in the window after entering an item, or

2) using the *Status* selection, after the items have been entered.

The *Status load* selection is a third, much faster method of building the Status file. However, this method sets all quantities and amounts in the Status file to zero. Review the chapter titled *Status Load* for more information on this selection if you are considering its use.

17. _____ Review and Correct Item Information

Print an Items by Item Number list and a Status by Item Number list. Be sure to specify that prior periods should be printed on the Status by Item Number list if you entered prior period quantities when building the Status file.

Review both reports for accuracy. Use the *Items* and/or the *Status* selection to make any necessary corrections to the information.

18. _____ Build Kit File or Multi-level File

If you are using kits or multi-level items, enter information which you have collected. Use the chapter titled *Kits* or *Multi-level Items* as a guide.

19. _____ Set Beginning On-hand Quantities for your Items

On the date you selected as the cut-off date, freeze your inventory, and take a physical count. If you feel that you have accurate inventory figures, you may choose to skip the physical count and use the inventory figures directly from your records as of the selected cut-off date.

Use one of the following methods to enter the beginning on-hand quantities for your items.

1) Enter and post receiving transactions for each inventory item, using the *Inventory*

selection.

As you enter transactions for serialized items (those you defined as "sometimes" or "always serialized" in the Item file), you should also enter the serial numbers to be established as "unsold".

When completed entering the transactions, print an Inventory Transaction Edit List.

Review the edit list carefully. Make any necessary corrections to the transaction information, using the *Inventory* selection. When you are satisfied that the transactions are correct, post them by selecting *Post* from the *Inventory* menu.

Be sure to retain for your permanent records the Inventory Transaction Register that prints as part of posting.

2) Using the *Physical count* selection, create physical count transactions and enter the beginning on-hand quantities for your inventory items into these transactions.

   You must have specified the "Expanded" physical count method in the Inventory Control file to use this selection.

   When completed entering the transactions, print a worksheet showing actual counts. Review the worksheet carefully and make any necessary corrections to the physical count transaction information, using the *Physical count* selection.

   When you are satisfied that the transactions are correct, run *Create adjustments* from the *Physical count* menu.

   Then use the *Inventory* selection to edit and post the adjustments.

   For serialized items, enter the serial numbers in the inventory transactions prior to posting in order to establish them as "unsold".

   For lot-controlled items, enter the lot numbers and allocate the adjustment quantity to each lot number in the inventory transaction prior to posting.

   Be sure to retain for your permanent records the Inventory Transaction Register that prints as part of posting.

Note on Item Costs

When using the physical count method (#2) to establish initial on-hand quantities, the adjustments created through the *Physical count* selection use the average cost, standard cost, or replacement cost of each item, depending on the valuation method specified in the Inventory Control file.

When the adjustment transactions are posted, the average cost of each item is updated with the cost used in the adjustment. You should review the adjustments prior to posting to ensure that the correct cost is used.

Note on Kits

If you are using kits, you may "assemble" your existing kits into inventory, rather than enter receiving transactions or use physical count transactions. This is desirable if you wish to decrease component item inventory as a result of assembling kit inventory.

Use the *Kit inventory* selection to assemble the kits.

– or –

Use the *Work orders* selection to assemble the kits, specifying them for "immediate completion". After entering the work orders, print an edit list to verify the information. When you are satisfied with the accuracy of the work orders, issue them using *Issue* on the *Work orders* menu.

Use the *Inventory* selection to post the kit assembly and component usage transactions which are created when the work orders are issued.

For serialized kit items, enter the serial numbers to be established as "unsold" into the kit assembly transactions prior to posting.

Be sure to retain for your permanent records the Inventory Transaction Register that prints as part of posting.

20. _____ Complete Building the Serial File

An item's serial numbers which are available for sale are established in the Serial file when you post inventory transactions, as described in the prior step.

If you wish to also track previously sold serial numbers, enter and post History transactions using the *Serial numbers* selection.

While it is not necessary to enter this historical data, it is recommended if any of the sold serial numbers are still under warranty as of your selected cut-off date, or if you wish to have computerized records.

After entering the History transactions, print an edit list to verify the transaction information. When you are satisfied with the accuracy of these serial transactions, post them by running *Post* from the *Serial numbers* menu.

21. _____ Confirm Quantities and Value of Inventory

Print the Items by Item Number list and Status by Item Number list.

Review the quantity on-hand figures for each item, in each warehouse location. Corrections may be made by entering and posting adjustment transactions, using the *Inventory* selection.

Retain the Items by Item Number list and Status by Item Number list for your permanent records. If you wish, reprint these two reports after making any adjustments.

When you are satisfied that the quantities are correct at all warehouse locations, print the Inventory Valuation Report or Stock Status Report. If you select to print the Inventory Valuation Report, you should specify full warehouse detail (if you are using multiple warehouses) and LIFO/FIFO layer detail (if you are using the LIFO or FIFO valuation method).

Examine the inventory values on the report you elect to print to verify that they are appropriate figures for your starting inventory value. If either the quantities or costs are not acceptable, enter and post adjustment transactions using the *Inventory* selection.

Retain for your permanent records the final Inventory Valuation Report or Stock Status Report that represents your starting inventory position. If you wish, reprint this report after making any adjustments.

22. _____ Purge Inventory Distribution to G/L File

Prior to processing your daily work with the new Inventory Plus package, you must purge the Inventory distribution to G/L file.

This file contains the general ledger distributions created by posting the inventory transactions which you entered to set your starting on-hand quantities and inventory values. To ensure that you do not duplicate entries which have already been made to your manual general ledger, the distribution file should be purged.

To accomplish the purge, run the *Distributions to G/L* selection from the *Reports* menu and specify that the file is to be purged. When the report completes printing, all distributions will be purged. It is not necessary to retain the report printed during this step.

23. _____ Verify and Test

Run your old manual inventory control system concurrently with the new Inventory Plus package for a brief period of time. Compare the results of the two and make adjustments and corrections in your computer files as necessary.

Once you are certain that the new package is functioning properly, that all the item quantities are accurate, that inventory control data is being handled by the computer

correctly, and that your personnel understand and can operate the package, phase out your old inventory control procedures.

Using the Inventory Package

When you have installed and set up the package, you can use Inventory on a regular basis. Refer to chapter titled *Guide to Daily Operations*, for a checklist of the selections which would typically be used daily and monthly.

Building business and technology relationships.

Appendix "D"

Methods of Costing Inventory

The cost of purchased goods for inventory varies during the year. When identical items are bought and sold, it is difficult to determine which items have been sold and which are still in inventory. Therefore, to cost inventory, it is necessary to make assumptions about the order in which items were sold.

Because the assumed order of sale may not be the actual order of sale, it is really an assumption about the flow of costs rather than the flow of goods.

Several assumed cost flows are acceptable in accounting practice. Inventory Plus allows you to choose from four generally accepted methods: (1) average cost method; (2) standard cost method; (3) first-in, first-out method (FIFO); and (4) last-in, first-out method (LIFO). If desired, the serial (real) cost method can be used for serialized items in conjunction with the average cost method.

NOTE: Please discuss which inventory valuation method you should use with your accountant to confirm that it is both appropriate for your business and that it is an acceptable method by government regulations.

To illustrate these four methods, the following data for the month of July will be used:

Inventory Data, July 31

July	1	On hand	100 units at $1.00	$100
	7	Purchased	100 units at $1.20	$120
	7	Purchased	100 units at $1.21	$121
	15	Purchased	100 units at $1.30	$130
	26	Purchased	100 units at $1.40	$140
Totals			500 units	$611
Sales			280 units	
On hand July 31			220 units	

It is important to note in the four examples that follow that there is a sale of 280 units. The examples show how inventory is relieved of (reduced by) these 280 units and a chart compares these four methods in terms of the value of closing inventory and the amount of profit.

Average Cost Method

Under the average cost method, the cost of inventory is the total inventory on-hand at the beginning of the period at the previous average cost, plus all goods purchased during the period valued at the average cost of these goods.

AVERAGE COST: Total cost of goods on-hand divided by total quantity.

Inventory Plus also allows the "actual" costs of individual serialized items to be tracked when the average cost method is used.

SERIAL COST: The "real" cost of an individual serialized item.

Average cost is updated each time items are received into inventory. If serial costs are being used, the average cost is also recalculated when a serialized item is sold, when a Move In or Move Out serial transaction is posted, and when an inventory adjustment is made (adjustment transaction), using the serial number's serial cost.

Inventory, July 31 - Average Cost Method

July	1	Inventory	100 units at $1.00	$100
	7	Purchased	100 units at $1.20	$120
	7	Purchased	100 units at $1.21	$121
	15	Purchased	100 units at $1.30	$130
	26	Purchased	100 units at $1.40	$140
Totals			500 units	$611

Average unit cost: $611/500 = $1.22
Ending Inventory: 220 units at $1.22 = $268

Cost of Goods Available for Sale	$611
Less July 31 Inventory	$268
Cost of Goods Sold	$343

Standard Cost Method

In the standard cost method the cost of each item is set by management and not changed by the sale or receipt of items.

STANDARD COST: Cost is set by you and only changed by re-entering a new standard cost.

The easiest way to think of standard costing is that you, as management, set what you feel should be the cost of an item (in the Item file). This becomes the target you set for the purchasing department, and, with mark up, becomes the target for the sales department. Variances (+ or -) from standard cost are tracked and these variances are printed on reports.

In Inventory Management, standard cost is an inventory valuation system which highlights price variance at time of purchase. It is designed to assist wholesalers and distributors in assigning profit responsibility between the purchasing and the sales departments.

The actual cost (purchase price) of inventory is automatically kept track of at average cost.

Inventory, July 31 - Standard Cost Method

Standard cost is set by management at $1.218

July	1	Inventory	100 units at $1.00	$100
	7	Purchased	100 units at $1.20	$120
	7	Purchased	100 units at $1.21	$121
	15	Purchased	100 units at $1.30	$130
	26	Purchased	100 units at $1.40	$140
Totals			500 units	$611 (actual cost)
			500 units x 1.218	$609 (std cost) -
				$ 2 (purchase variance)

Average unit cost: $611 divided by 500 = $1.22
Cost of Goods Sold (280 units x $1.218) = $341

This shows that the purchasing department bought the goods at$2.00 above the set standard cost.

Last-In, First-Out (LIFO) Method

LIFO is an abbreviation for last-in, first-out.

LIFO: Last-in, first-out method of valuing inventory, based on the assumption that the most recently purchased units are sold first.

LIFO assumes that the cost of the last items purchased is assigned to the first items sold, and that the cost of ending inventory is the cost of the merchandise purchased earlier.

First-In, First-Out (FIFO) method

FIFO is an abbreviation for first-in, first-out.

FIFO: First-in, first-out method of valuing inventory, based on the assumption that the oldest (first into inventory) items in stock are sold first.

FIFO assumes that the cost of the first items acquired is assigned to the first items sold. The cost of ending inventory is the cost of the merchandise purchased most recently.

To understand the LIFO and FIFO methods, assume for a moment that you have a very complete computer file of items received and their costs. For each shipment received, the quantity of an item and the unit cost of that item is input into the computer. The computer would contain a cost history of all items in inventory.

The LIFO (last-in, first-out) method assumes that the last (most recent) item put into inventory is the first to be sold, or "relieved" from the computer's cost history file.

It is as if all receipts are dumped into a barrel, and the top ones are sold first. Each new shipment is dumped on top and then sold off before the older items, which are at the bottom of the barrel.

The FIFO (first-in, first-out) method assumes that the earliest items (oldest items in stock) are sold first. You are receiving items into the bottom of the barrel, then selling the items from the top of the barrel. Thus, the computer's cost history file is "relieved" of the earliest (first) items on file, rather than the latest, as in the LIFO method. In Inventory Plus, these LIFO/FIFO cost histories are retained in what are called "layers".

LIFO Layers

Inventory, July 31 - LIFO Method

July 26	Purchases	100 units at $1.40	$140
15	Purchased	100 units at $1.30	$130
7*	Purchased	100 units at $1.20	$120
7*	Purchased	100 units at $1.21	$121
1	Inventory	100 units at $1.00	$100
Totals		500 units	$611

* If there are two receivings for an item on a given date, and if the two costs vary, then the lower of the two costs is assumed to be the higher "layer".

For LIFO the last layer to be received (July 26) is referred to as the "top layer", and the total cost history consists of five layers (to simplify, we are assuming that the July 1 "Inventory" is a single purchase).

When sales occur, the layers are relieved from the top down (last-in, first-out), and the cost of the sale is determined from the layers relieved, as follows. For example, if 280 units are sold:

100 units at $1.40 = $140
100 units at $1.30 = $130
80 units at $1.20 = $ 96

Cost of Goods Sold $366

After sale, the remaining LIFO layers would look like this:

July 7	20 at $1.20	$ 24
7	100 at $1.21	$ 121
1	100 at $1.00	$ 100

Ending Inventory, July 31 $ 245

The remaining layers represent ending inventory for July 31. Another method of calculating cost of goods is:

Cost of Goods Available for Sale	$611
Less Ending Inventory July 31	$245
Cost of Goods Sold	$366

FIFO Layers

For FIFO, the layers develop in the reverse order of LIFO.

Inventory, July 31 - FIFO Method

July 1	Purchased	100 units at $1.00	$100
7*	Purchased	100 units at $1.20	$120
7*	Purchased	100 units at $1.21	$121
15	Purchased	100 units at $1.30	$130
26	Purchased	100 units at $1.40	$140
Totals		500 units	$611

* If there are two receivings for an item on a given date, and if the two costs vary, then the lower of the two costs is assumed to be the higher "layer".

The earliest purchases make up the top layers. When sales occur the layers are relieved from the top down (first-in, first-out). The cost of goods sold is determined from the layers relieved, as follows:

100 units at $1.00 = $100
100 units at $1.20 = $120
80 units at $1.21 = $ 97

Cost of Goods Sold $317

The resulting FIFO layers would look like this:

July 7	20 at $1.21	$ 24
15	100 at $1.30	$130
26	100 at $1.40	$140

Ending Inventory for July 31 $294

The remaining layers represent ending inventory for July 31. Another method of calculating cost of goods is:

Cost of Goods Available for Sale	$611
Less Ending Inventory July 31	$294
Cost of Goods Sold	$317

Comparison of Methods

Four methods of costing inventory have been illustrated: average cost, standard cost, LIFO, and FIFO. All four methods are based on assumptions regarding the flow of costs. Standard cost, additionally, highlights variances from management-set standards.

Here is a comparison of the effects of the four methods on net income using the same data as before and assuming sales during July of $500.

	Avg Cost	Std Cost	LIFO	FIFO
Sales	$500	$500	$500	$500
Cost of Goods Sold				
Beginning Inventory	$100	$122(std)	$100	$100
Purchases	$511	$487	$511	$511
Cost of Goods Available for Sale	$611	$609	$611	$611
Less Ending Inventory	$268	$268(std)	$245	$294
Cost of Goods Sold	$343	$341	$366	$317
Gross Profit on Sales	$157	$159	$134	$183

Assuming that costs are rising, LIFO (which charges the most recent and therefore highest cost of goods sold) results in the lowest net income (and the lowest ending inventory value).

For this example, FIFO (which charges the earliest and therefore lowest cost of goods sold) produces the highest net income (and the highest ending inventory value).

During a period of falling prices, the reverse effect would occur under LIFO and FIFO (with LIFO showing a higher net income than FIFO).

Under average cost, the net income and value of ending inventory are between those computed under LIFO and FIFO, reflecting the levelling effect of average costing.

The following outline beginning is also offered as an opinion on average, standard, LIFO, and FIFO.

Considerations in Selecting a Valuation Method

Average

A. What it is: Perpetual average cost flow assumption.

B. Benefits
   1. Second easiest (behind FIFO) to audit or review.
   2. Saves data file space. If there are a large number of inventory items, the average cost method is a feasible option (getting more disk space is another option).
   3. The cost figure obtained for the ending inventory under the average cost

method is influenced by all the prices paid during the year, and thus tends to level out the effects of cost increases and decreases during the year.

C. Comments
   1. No detail on each transaction is maintained.
   2. During times of rising prices, the average cost method can cause higher profits. See "Comments" under LIFO.
   3. Values inventory based on a generally accepted accounting method.

D. Personnel Requirements
   1. General manager with prior experience in inventory systems.

Standard

A. What it is: Modified standard cost system which highlights purchase price variance at time of purchase. This method also automatically uses the perpetual average cost flow assumption described above.

B. Benefits
   1. Can provide distributors and wholesalers with information to identify profit responsibility between the purchasing and sales departments.
   2. Purchase variance clearly identified.

C. Comments
   1. Most time and effort required to audit and review.
   2. No detail on each transaction is maintained.

D. Personnel Requirements
   1. Experienced accountant, Certified Management Accountant, or Certified Public Accountant.
   2. Although the software is easy to run, the standard cost system of inventory is itself difficult to monitor and interpret by most managers.

LIFO

A. What it is: Perpetual, specific goods, LIFO cost flow assumption.

B. Benefits
   1. Cost of sales kept closest to replacement costs.
   2. Always keeps inventory at LIFO cost.
   3. Prevents reporting excessive profits during times of rising prices. Under FIFO or average cost methods, profit is overstated because inventory must be replaced at new, higher prices. Note, however, that FIFO can be manually adjusted at year end to dollar value LIFO (as discussed under FIFO), giving the operational advantages of FIFO with the lower-stated profit structure of LIFO. For a full explanation of this procedure, consult your accountant.

C. Comments
   1. Detail is maintained on each transaction.
   2. Because of the perpetual updating of costs, you cannot build up significant LIFO layers as you could if you selected FIFO and made a periodic dollar value LIFO adjustment.
   3. More is involved in audit and review because many small cost layers can be built.
   4. Uses more storage space on the computer disk.
   5. Values inventory based on a generally accepted accounting method.

D. Personnel Requirements
   1. A regular in-house accountant with a background or experience in LIFO systems.

FIFO

A. What it is: Perpetual, specific goods, FIFO cost flow assumption.

B. Benefits
   1. Easiest to audit or review of the four methods.
   2. Errors are easily identified and corrected.
   3. Keeps your inventory value close to replacement value.
   4. Easiest to use of all four methods.

C. Comments
   1. The detail is sufficient for easy manual entry at year end in order to express the financial statement values at dollar value LIFO (on a periodic basis). This gives the benefit of reporting lower profit when prices are rising. For a full explanation of this, consult your accountant.
   2. Values inventory based on a generally accepted accounting method.
   3. Uses more storage space on the computer disk.

D. Personnel Requirements
   1. General manager with prior experience in inventory systems.

Building business and technology relationships.

Appendix "E"

Standard Cost Valuation

This appendix describes how to use the standard cost valuation option, one of the cost options available in Inventory.

Standard cost is designed to assist wholesalers and distributors in assigning profit responsibility between the purchasing and sales departments.

It is desirable that an in-house certified accountant be assigned the responsibility of monitoring and interpreting the information produced by this standard cost system.

If your company does not have a qualified person to monitor a standard cost system, we suggest that you select one of the other valuation options available (average, LIFO or FIFO). These methods do not require the same level of monitoring or interpretation and they can normally be handled by a general manager on a day-to-day basis and then adjusted by a Certified Public Accountant at year end.

This standard cost package was designed to be a modified, not a traditional, standard cost system for a manufacturing company. It isolates a material price variance at time of purchase, but does not address material usage, labour cost, or overhead.

This chapter begins with a discussion of setting up the Inventory package for the standard valuation method, followed by descriptions of transaction processing involving receivings, sales, credit memos and adjustments.

Discussion

The following discussion should help you and your accountant decide if the standard

cost method is appropriate for your company, and it should also serve as a reference for processing standard cost transactions.
When the standard cost valuation method is selected in your Inventory Control file, your inventory can be valued at both standard and actual (average) cost.

This means that all your accounting transactions (booked to the G/L) are made using a standard cost per unit; however, perpetual average cost is also calculated and recorded (but not booked). This allows you to identify both the standard cost of your inventory (per your G/L distribution), as well as the actual cost of your inventory (per the Valuation Report with the "A" method selected).

The following illustrations should assist you in understanding the processing logic used for standard costing. Several transactions are illustrated and the set-up of selected master files is shown.

Set up or verify the information in these files:

1. Valid General Ledger Account file

These accounts below will be used throughout the illustrations for the standard cost method:

ACCOUNT NO.	DESCRIPTION
1100-000	Accounts Receivable
1200-000	Merchandise Inventory
2000-000	Accounts Payable
4010-100	Sales - Tools
5070-000	Cost of Goods Sold
5080-000	Credit Memo (Actual)
7000-000	Inventory Adjustments
7010-000	Purchase Variances
7020-000	Credit Memo/Adj Variance

2. Inventory Control file

Use *Control information* to set up the Inventory Control file. Please see Chapt 6.

Field #1, Inventory valuation method must be set to “S” for Standard Cost.

If *Control information* will not allow you to enter field 1, initialize the Inventory Control file and enter this information.

3. The Item file

If an item number in the Item file does not currently show a quantity of zero, you will need to either enter an adjustment transaction to leave a zero quantity balance or

initialize the Item file and re-enter the data for your items.

For our examples to make sense, the inventory account for this item should be 1200-000 and the credit memo account should be 5080. Prior to entering the item data, set up the pricing code and commission code, if you have not already defined them.

Receivings

Now that your three master files have been verified as correct, some accounting transactions can be illustrated.

A new date will be used for each transaction illustrated in this chapter. You will then be able to sort printouts by the transaction dates.

From the Inventory menu, select *Inventory*. Then from the *Inventory* menu, select *Enter*.

EXAMPLE: Starting with a receiving. Please see Chapt 18.

You may print an Edit List to verify the transaction was properly entered.

Posting a Receiving

EXAMPLE: After you have verified that the receiving was properly entered, select *Post* from the *Inventory* menu to post the receiving to the inventory files.

When you post the transaction, a register will be printed.

T-Account Postings of a Receiving

Posting causes certain cost fields in the Item file and accounting activity in the Inventory Distribution to G/L file to be updated.

The Item file and Distribution file changes are illustrated below, along with T-Account representations of the posting activity. "BB" in the T-Accounts below is an abbreviation for "Beginning Balance."

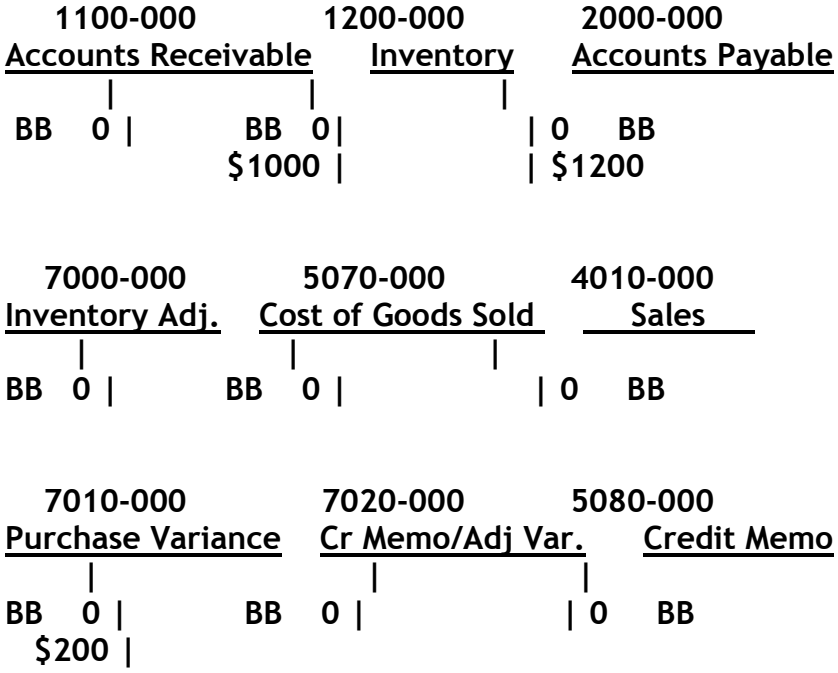
The Item file is not a G/L account; however, it is updated during posting and provides you with perpetual average cost information for a valuation report.

Old Qty.	Old Avg.Cost	New Qty.	New Avg. Cost
0	**0**	**100**	**$12.00**

Actual entries in the Inventory distribution to G/L file:

Debit Merchandise Inventory $1000
Debit Purchase Variances $ 200
Credit Accounts Payable $1200

T-ACCOUNT POSTINGS



Distributions to General Ledger after a Receiving

EXAMPLE: Print the Distributions to G/L Report by selecting *Distributions to G/L* from the *Reports* menu. Use "First" to "Last" for both the account number range and the date range.

Notice that merchandise inventory is distributed at standard cost, accounts payable is at actual cost, and the purchase variance is the difference between actual cost and standard cost.

Valuation Reports after a Receiving

Print two valuation reports, one using standard cost and the other actual cost.

EXAMPLE: Select *Valuation report* from the *Reports* menu, and print Valuation reports, one using standard cost and one using average cost.

The Reports

Notice that the inventory value at standard cost is $1000 (the value in the Merchandise Inventory account). The value at actual cost is $1200 (Merchandise Inventory Purchase Variances).

The Item File after a Receiving

Now examine the Item file again and see what has happened.

EXAMPLE: Select *Items* from the Inventory menu.

Notice that the average cost field has been updated to reflect the receiving. Replacement cost has also been adjusted to the last receiving.

Sales

EXAMPLE: To illustrate a sale, exit to the Inventory menu, and select *Inventory*. Then select *Enter, Item #, Type - Sale*.

Note that this sale was made at the standard cost of $10.00, not the actual cost of $12.00. Field number 7 defaults to standard cost.

Run the edit list to verify the transaction was properly entered.

Posting a Sale

EXAMPLE: Select *Post* from the *Inventory* menu to post the sale to the Inventory files.

When you post the transaction, a register will be printed.

T-Account Postings after a Sale

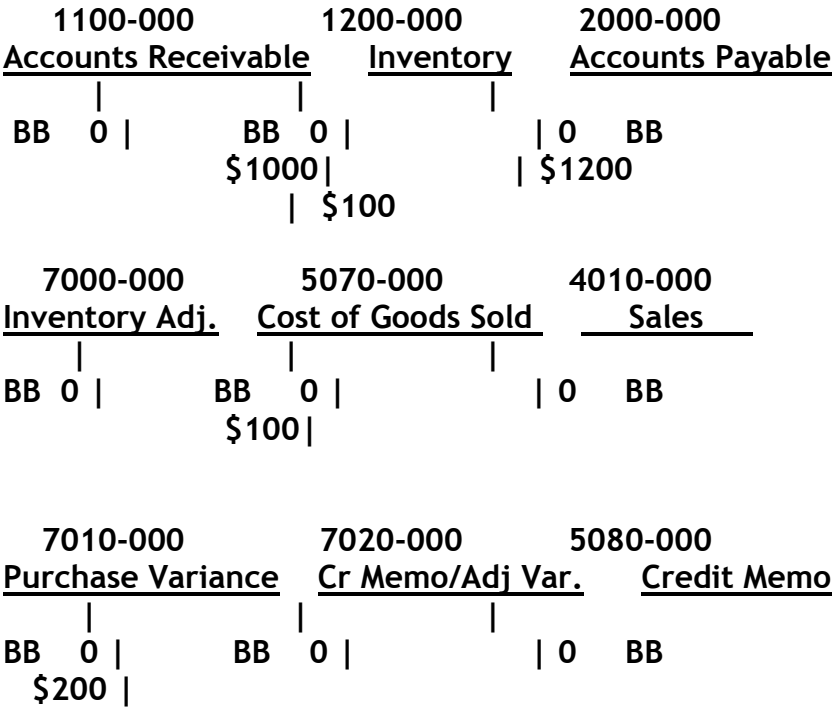
Posting causes certain fields in the Item file and in the Inventory Distribution to G/L file to be updated. The Item file and Distribution file changes are illustrated below, along with T-account representations of the posting activity.

Old Qty	Old Avg. Cost	New Qty.	New Avg. Cost
100	**$12.00**	**90**	**$12.00**

Actual entries in the Inventory Distribution to G/L file:

Debit Cost of Goods Sold	**$100**	
Credit Merchandise Inventory		**$100**

T-ACCOUNT POSTINGS



Note that a sale does not change the actual average cost.

Also note that neither sales nor accounts receivable entries are generated by Inventory. Such entries would be generated by Point of Sale, Billing, or Professional Invoicing. If you are not using these packages, you must enter a sale transaction in Accounts Receivable; or if you are not using A/R, then you must make a journal entry in General Ledger.

Distributions to the General Ledger after a Sale

EXAMPLE: Print the Distributions to G/L Report by selecting *Distributions to G/L* from the *Reports* menu. Use "First" to "Last" for both the account number range and the date range.

Valuation Reports after a Sale

Print two valuation reports, one using standard cost and the other actual cost.

EXAMPLE: Select *Valuation report* from the *Reports* menu, and print Valuation reports for item number 3, one using standard cost and one using average cost.

Item File after a Sale

Examine the Item file again and see what has happened.

After viewing this screen, look at the *Status* screen:

Notice that the quantity on-hand, "Last sold on" date, and PTD/YTD fields have been updated to reflect the sale.

Credit Memos

EXAMPLE: To introduce you to credit memos under standard costing, select *Inventory*, then select *Enter*.

Enter the *item number* and *Type, Credit Memo*:

Be certain to enter the credit memo using the same price and cost (standard) at which the item was originally sold. This allows the system to correctly update the Item file at average cost, and the Distribution file using standard cost.

If you issue credit for damaged goods or goods which will not be returned to inventory, then you should use the Accounts Receivable package or make a General Journal entry in the General Ledger package to debit the Sales account and credit the Accounts Receivable account. A downward inventory adjustment should also be entered to reduce the inventory by the quantity not being returned to inventory.

This will inflate your PTD/YTD figures, but your inventory quantities and your distributions will be correct.

EXAMPLE: Select *Post* from the *Inventory* menu to post the credit memo to the inventory files. A register will be printed.

T-Account Postings of a Credit Memo

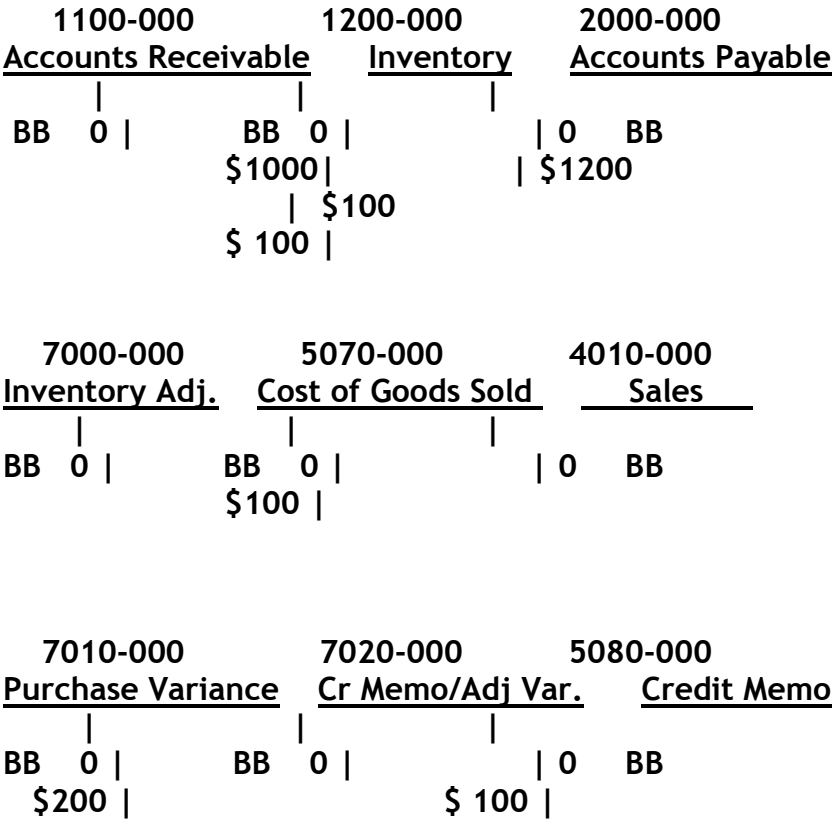
Posting causes certain fields in the Item file and in the Inventory Distribution to G/L file to be updated. The Item file and Distribution file changes are illustrated below, along with T-account representations of the posting activity.

Old Qty	Old Avg. Cost	New Qty.	New Avg. Cost
100	$12.00	90	$12.00

Actual entries in the Inventory Distribution to G/L file:

Debit Merchandise Inventory	**$100**
Credit Credit Memo	**$100**

T-ACCOUNT POSTINGS



The item will be added back to inventory at actual cost. If there was a difference between standard cost and actual cost when the unit was originally sold, then you should use an adjustment transaction to account for this difference.

In order to illustrate this difference, it was assumed (incorrectly) that the standard cost of $10.00/unit was the actual cost. This will be corrected in a downward adjustment.

Distributions to General Ledger after a Credit Memo

EXAMPLE: Print the Distributions to G/L Report by selecting *Distributions to G/L* from the *Reports* menu. Use "First" to "Last" for both the account number range and the date range.

Valuation Report after a Credit Memo

Print a valuation report at the standard cost and then at actual cost.

EXAMPLE: Select *Valuation report* from the *Reports* menu, and print Valuation reports for item number 3, one using standard cost and one using average cost.

The Item File after a Credit Memo

Now examine the Item file again.

EXAMPLE: Select *Items*, then select *Enter*. Enter the *item number*.

After viewing this screen, look at the *Status* screen:

Note that the average cost, quantity on hand, and PTD/YTD figures have been updated, but not the replacement cost.

Downward Adjustments

This transaction illustrates the handling of a downward adjustment.

EXAMPLE: Select *Inventory*, then *Enter*. Enter the *item number* and *type, Adjustment*

The purpose of this adjustment is to reverse the credit memo. Be certain to enter the $10.00 actual cost that was used in the earlier credit memo. This was used as the cost at the time of sale, and is the standard cost as found in the Item file at the time of sale.

An adjustment transaction allows you to adjust your quantity on hand so that it reflects the actual physical count in your inventory.

Posting after a Downward Adjustment

EXAMPLE: Select *Post* from the *Inventory* menu to post the adjustment. A register will be printed.

T-Account Postings of a Downward Adjustment

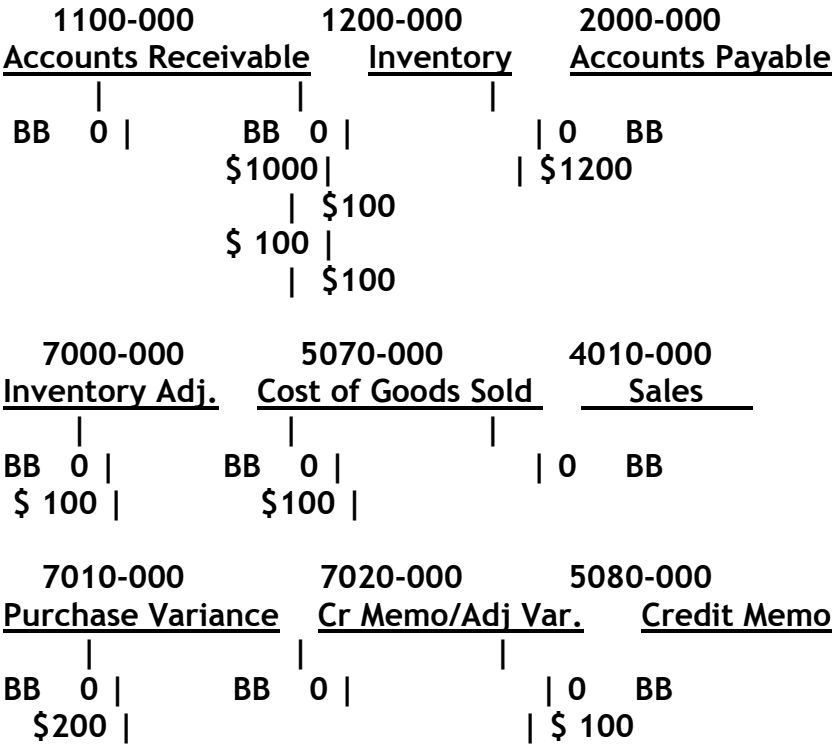
Posting causes certain fields in the Item file and in the Inventory Distribution to G/L file to be updated. The Item file and Distribution file changes are illustrated below, along with T-account representations of the posting activity.

Old Qty	Old Avg. Cost	New Qty.	New Avg. Cost
100	$11.80	90	$12.00

Actual entries in the Inventory Distribution to G/L file:

Debit Inventory Adjustments $100
Credit Merchandise Inventory $100

T-ACCOUNT POSTINGS



Distributions to General Ledger after a Downward Adjustment

EXAMPLE: Print the Distributions to G/L Report by selecting *Distributions to G/L* from the *Reports* menu. Use "First" to "Last" for both the account number range and the date range.

Valuation Reports after a Downward Adjustment

Now print valuation reports using standard cost and then actual cost.

EXAMPLE: Select *Valuation report* from the *Reports* menu, and print Valuation reports for item number 3, one using standard cost and one using average cost.

Item File after a Downward Adjustment

Now examine the Item file again.

EXAMPLE: Select *Items* and enter the item number.

Note that the average cost has been updated due to this downward adjustment, reversing the effect of the credit memo transaction on the Item file.

After viewing this screen, look at the *Status* screen:

On the status information screen, only the quantity on hand has changed.

Upward Adjustments

The next transaction will illustrate the handling of an upward, or positive adjustment.

EXAMPLE: Select *Inventory*, then *Enter*, and enter the information below:

Adjustment transactions allow you to adjust your inventory to reflect the actual physical count in your warehouse(s). Note that, in this example, average cost is used to make the adjustment.

Posting an Upward Adjustment

EXAMPLE: Select *Post* from the *Inventory* menu to post the above adjustment. A register will be printed.

T-Account Postings of an Upward Adjustment

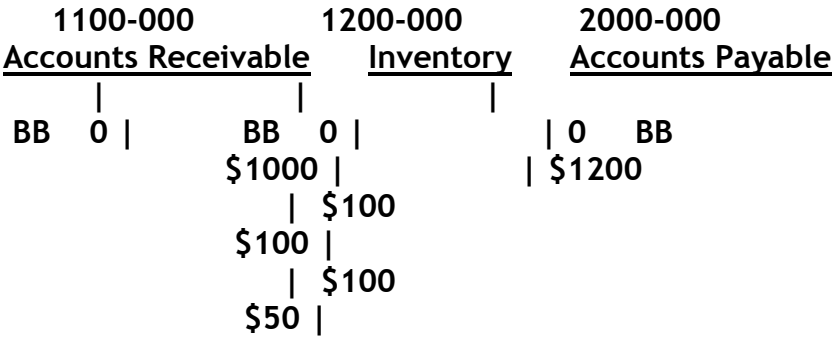
Posting causes certain fields in the Item file and in the Inventory Distribution to G/L file to be updated. The Item file and Distribution file changes are illustrated below, along with T-account representations of the posting activity.

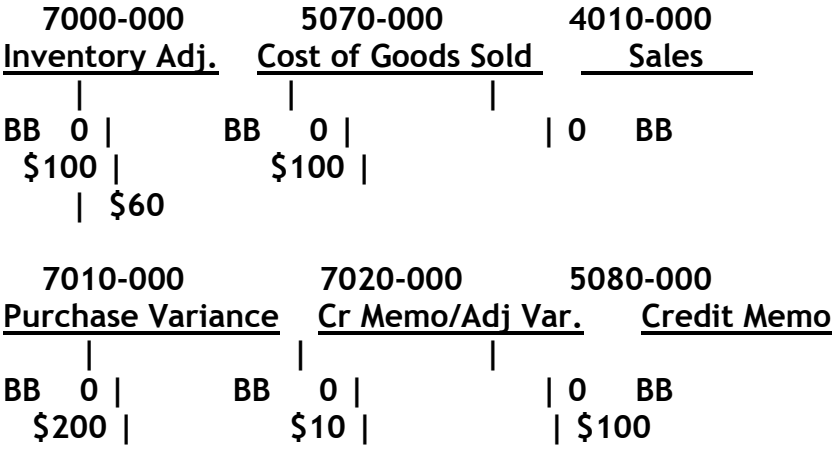
Old Qty	Old Avg. Cost	New Qty.	New Avg. Cost
90	$12.00	95	$12.00

Actual entries in the Inventory Distribution to G/L file:

Debit Merchandise Inventory $ 50
Credit Inventory Adjustments $ 50

T-ACCOUNT POSTINGS





Distributions to General Ledger after an Upward Adjustment

EXAMPLE: Print the Distributions to G/L Report by selecting *Distributions to G/L* from the *Reports* menu. Use "First" to "Last" for both the account number range and the date range.

Valuation Reports after an Upward Adjustment

Now print valuation reports using standard cost and then actual cost.

EXAMPLE: Select *Valuation report* from the *Reports* menu, and print Valuation reports for item number 3, one using standard cost and one using average cost.

Item File after an Upward Adjustment

Examine the Item file again.

EXAMPLE: Select *Items* and enter the item number.

After viewing this screen, look at the *Status* screen:

Note only the quantity on hand has changed.

Disposition of Variances

At year end, the Merchandise Inventory and Cost of Goods Sold accounts will be at standard. You may also have entries in your Credit Memo/Adjustment Variance and Purchase Variances accounts. Generally accepted accounting principles require that you present reconciled figures for inventory and cost of goods.

Allocation of Variances at Year End or Prior to Changing any Standard Unit Cost

In order to reconcile these figures to actual cost, you must allocate the total variances accumulated throughout the year in the Purchase Variances and Credit Memo/Adjustment Variance accounts. The net variance should be posted (debited and credited) to the Merchandise Inventory and Cost of Goods Sold accounts by means of a General Journal entry (in the G/L package). No transaction entry is required in Inventory.

Procedures for Allocation of the Variances and Determining the Adjustment Amounts

The net variance for the year can be determined by adding the balances in the Purchase Variances and the Credit Memo/- Adjustment Variance accounts. This net variance can then be allocated in either of the two following methods, or another method more appropriate to your needs. You should consult an accountant to determine the appropriate method of allocation.

Method #1

1. Determine the total goods available for the period by adding ending inventory and the cost of goods sold figures.

   Ending inventory (std) + Cost of goods sold (std) =
   Total goods available (std)

2. Divide ending inventory by the total goods available for the period.

$$\frac{\text{Ending inventory (std)}}{\text{Total goods available (std)}} = \text{Ratio}$$

3. Multiply this ratio by the net variance. The resulting figure represents the portion of the net variance that should be allocated to the ending inventory balance.

   Ratio x Net variance = Ending inventory portion
   (Amount needed to adjust inventory to actual cost)

4. The remaining amount represents the portion to be allocated to the cost of goods sold balance.

   Net variance - Ending inventory portion =
   Cost of goods sold portion
   (Amount needed to adjust COGS to actual cost)

5. The following entry would be made to allocate the variance, assuming the net variance was a debit balance:

   Debit Merchandise Inventory

Debit Cost of Goods Sold
Credit Purchase Variances
Credit Credit Memo/Adjustment Variance

A second method is illustrated below:

Method #2

1. Print Valuation Reports at actual and at standard cost.

2. The difference between the two inventory figures (total at actual cost minus total at standard cost) is the net variance that is needed to adjust inventory at standard to inventory at actual (Ending inventory portion).

3. The Cost of goods sold portion is calculated by subtracting the Ending inventory portion from the net variance amount.

4. The following entry would be made to allocate the variance, assuming the net variance was a debit balance:

   Debit Merchandise Inventory
   Debit Cost of Goods Sold
   Credit Purchase Variances
   Credit Credit Memo/Adjustment Variance

NOTE: Standard costs are not usually changed during the year. However, if your circumstances dictate that a change is needed, and your accountant agrees, changes are allowed in this system.

Prior to changing even one standard unit cost, though, it is necessary to allocate the net variances that have been accumulated to date. All outstanding transactions should be posted, and then the procedures outlined above for year-end allocation should be followed and the appropriate journal entries made.

After the journal entries have been made, your General Ledger package will have inventory at actual cost, and your Inventory package will have inventory at standard cost.

To state your General Ledger inventory at standard cost, you would make the following entries:

Debit Purchase Variances
Debit Credit Memo/Adjustment Variance
Credit Merchandise Inventory

This will allow you to continue using standard cost on a daily basis. Notice that you do not have to make any reversing journal entries for Cost of Goods Sold, because it is an expense account.